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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM

CSC No. 95-21

DOCUMENTS DEPT.

DEC 13 1995

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: December 8, 1995

To: Department Heads
Personnel Officers
Employee Organizations

From: Albert C. Walker
Executive Officer

SUBJECT: Civil Service Commission Meeting Schedule for Calendar Year 1996

At its meeting of December 4, 1995, the Civil Service Commission adopted a meeting schedule for Calendar Year 1996. The Commission's purpose in adopting an official projected meeting schedule is to facilitate planning and scheduling for those parties and agencies having business before the Civil Service Commission. A copy of that schedule is printed on the reverse side of this memorandum.

If there are any questions concerning the meeting schedule, please call me or Sandra Favale at 554-4747.

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Albert C. Walker".

Albert C. Walker
Executive Officer



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
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JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Civil Service Commission Meeting Schedule Calendar Year 1996

Date	Time	Location
January 1	Canceled due to New Year's Day Holiday	
January 8	Special Mtg. 2:00 p.m.	Room 428, Veterans Building
January 15	Canceled due to Martin Luther King Jr. Day Holiday	
February 5	2:00 p.m.	Room 428, Veterans Building
February 19	Canceled due to Presidents' Day Holiday	
March 4	2:00 p.m.	Room 428, Veterans Building
March 18	2:00 p.m.	Room 428, Veterans Building
April 1	2:00 p.m.	Room 428, Veterans Building
April 15	2:00 p.m.	Room 428, Veterans Building
May 6	2:00 p.m.	Room 428, Veterans Building
May 20	2:00 p.m.	Room 428, Veterans Building
June 3	2:00 p.m.	Room 428, Veterans Building
June 17	2:00 p.m.	Room 428, Veterans Building
July 1	2:00 p.m.	Room 428, Veterans Building
July 15	2:00 p.m.	Room 428, Veterans Building
August 5	2:00 p.m.	Room 428, Veterans Building
August 19	2:00 p.m.	Room 428, Veterans Building
September 2	Canceled due to the Labor Day holiday	
September 16	2:00 p.m.	Room 428, Veterans Building
October 7	2:00 p.m.	Room 428, Veterans Building
October 21	2:00 p.m.	Room 428, Veterans Building
November 4	2:00 p.m.	Room 428, Veterans Building
November 18	2:00 p.m.	Room 428, Veterans Building
December 2	2:00 p.m.	Room 428, Veterans Building
December 16	Canceled due to the various Winter holidays	

Issued 12/8/95

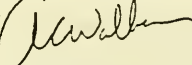
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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

DATE: December 8, 1996

TO: Civil Service Commission Staff
Department of Human Resources Staff
Decentralized Personnel Units Staff

FROM: Albert C. Walker
Executive Officer 

SUBJECT: Schedule and Deadlines for Preparation of the Civil Service Commission Calendar

The schedule and deadlines for preparation of the Civil Service Commission agenda and submission of written reports to the Civil Service Commission for Commission Meetings in Calendar Year 1996 are as follows:

CSC Meeting	Commission Reports Due	Notification Sent	Agenda Prepared	Agenda Mailed	Files Assembled	Delivery To Commissioners
1/1/96	Canceled due to New Year's Day Holiday					
1/8/96	12/28/95 11 a.m.	12/28/95 3 p.m.	12/29/95	1/2/96	1/3/96	1/4/96
1/15/96	Canceled due to Martin Luther King Jr. Day Holiday					
2/5/96	1/25/96 11 a.m.	1/25/96 3 p.m.	1/26/96	1/30/96	1/31/96	2/1/96
2/19/96	Canceled due to President's Day Holiday					
3/4/96	2/22/96 11 a.m.	2/22/96 3 p.m.	2/23/96	2/27/96	2/28/96	2/29/96
3/18/96	3/7/96 11 a.m.	3/7/96 3 p.m.	3/8/96	3/12/96	3/13/96	3/14/96
4/1/96	3/21/96 11 a.m.	3/21/96 3 p.m.	3/22/96	3/26/96	3/27/96	3/28/96
4/15/96	4/4/96 11 a.m.	4/4/96 3 p.m.	4/5/96	4/9/96	4/10/96	4/11/96
5/6/96	4/25/96 11 a.m.	4/25/96 3 p.m.	4/26/96	4/30/96	5/1/96	5/2/96
5/20/96	5/9/96 11 a.m.	5/9/96 3 p.m.	5/10/96	5/14/96	5/15/96	5/16/96
6/3/96	5/23/96 11 a.m.	5/23/96 3 p.m.	5/24/96	5/28/96	5/29/96	5/30/96
6/17/96	6/6/96 11 a.m.	6/6/96 3 p.m.	6/7/96	6/11/96	6/12/96	6/13/96
7/1/96	6/20/96 11 a.m.	6/20/96 3 p.m.	6/21/96	6/25/96	6/26/96	6/27/96
7/15/96	7/3/96 11 a.m.	7/3/96 3 p.m.	7/5/96	7/9/96	7/10/96	7/11/96
8/5/96	7/25/96 11 a.m.	7/25/96 3 p.m.	7/26/96	7/30/96	7/31/96	8/1/96
8/19/96	8/8/96 11 a.m.	8/8/96 3 p.m.	8/9/96	8/13/96	8/14/96	8/15/96
9/2/96	Canceled due to Labor Day Holiday					
9/16/96	9/5/96 11 a.m.	9/5/96 3 p.m.	9/6/96	9/10/96	9/11/96	9/12/96
10/7/96	9/26/96 11 a.m.	9/26/96 3 p.m.	9/27/96	10/1/96	10/2/96	10/3/96
10/21/96	10/10/96 11 a.m.	10/10/96 3 p.m.	10/11/96	10/15/96	10/16/96	10/17/96
11/4/96	10/24/96 11 a.m.	10/24/96 3 p.m.	10/25/96	10/29/96	10/30/96	10/31/96
11/18/96	11/7/96 11 a.m.	11/7/96 3 p.m.	11/8/96	11/12/96	11/13/96	11/14/96
12/2/96	11/21/96 11 a.m.	11/21/96 3 p.m.	11/22/96	11/26/96	11/26/96	11/27/96
12/16/96	Canceled due to various Winter Holidays					



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

DOCUMENTS DEPT.

Special Meeting
of
January 8, 1996

JAN 04 1996

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PUBLIC LIBRARY

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. CONSENT AGENDA
5. REGULAR BUSINESS

Part II - 3:00 p.m.

6. EMPLOYEE SEPARATIONS
7. SPECIAL ORDER OF BUSINESS - 3:30 p.m.
8. SPECIAL ORDER OF BUSINESS - 4:00 p.m.
9. COMMISSIONERS' NEW BUSINESS AND REPORTS
10. REQUESTS TO SPEAK
11. ADJOURNMENT

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separation Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Special Meeting
January 8, 1996**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting of December 4, 1995

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, January 8, 1996

C. Other announcements

(4) CONSENT AGENDA (Items 4A through 4G)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Agenda and considered as a separate item.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 1005-95-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2033-95/96	Commission on the Status of Women	107,078	Provide emergency shelter for battered women and their children.	Continuing	6/30/96
2034-95/96	Commission on the Status of Women	11,326	Provide services to Asian monolingual, limited, and non-English speaking battered women.	Continuing	6/30/96

1005-95-8 (Item 4A) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2035-95/96	Commission on the Status of Women	34,500	Provide transitional housing to battered women and their children through the Riley Center's Brennan House.	Continuing	6/30/96
2036-95/96	Social Services	900,000	Provide case management, counseling, crisis response services, representative payee, money management, benefits advocacy, referrals and linkage to other providers for integrated support services to newly housed low-income individuals.	Continuing	12/31/98
4089-95/96	Art Commission	900,000	Nine different artists will be contracted to design, fabricate and install works of art on nine of the Gate room Walls in Boarding Area A & G at SF International Airport.	Regular	1/1/99
4090-95/96	S.F. Community College District	75,000	Will establish and facilitate a strategic planning process for the City College of San Francisco.	Regular	6/30/96
4091-95/96	Chief Administrative Officer	1,200,000	Capital Improvement Plans of Moscone Center.	Regular	6/30/99
4092-95/96	Commission on the Status of Women	51,500	Provide legal services through a complex system of volunteer attorneys for civil matters pertaining to domestic violence.	Regular	6/30/96
4093-95/96	Commission on the Status of Women	146,500	Provide a comprehensive 24 hour centralized crisis line for victims of domestic violence.	Regular	6/30/96
4094-95/96	Commission on the Status of Women	51,500	Provide a wide range of legal assistance to poverty level victims of domestic violence.	Regular	6/30/96
4095-95/96	Commission on the Status of Women	92,167	Provide emergency shelter for battered women and their children.	Regular	6/30/96
4096-95/96	Commission on the Status of Women	81,500	Provide legal services to battered women and their children, particularly Asian-Pacific Islander monolingual and limited and non-English speaking women.	Regular	6/30/96
4097-95/96	Commission on the Status of Women	116,959	Provide emergency shelter for battered women and their children.	Regular	6/30/96

1005-95-8 (Item 4A) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-95/96	Commission on the Status of Women	196,582	Provide services in education, training and prevention creating institutional change in San Francisco's response to domestic violence.	Regular	6/30/96
4100-95/96	Commission on the Status of Women	81,500	Provide social services, advocacy and counseling to battered women and their children, particularly to Asian-Pacific Islander monolingual, limited and non-English speaking women.	Regular	6/30/96
4101-95/96	Commission on the Status of Women	94,477	Provide emergency shelter for Asian battered women.	Regular	6/30/96
4102-95/96	Controller	250,000	Review of implementation of computer software applications for the information systems of the Department of Public Health, provide independent verification that project milestones are met.	Regular	12/31/96
4103-95/96	Public Library	248,000	Developing customized system hardware and software and network technologies both on-site and off-site, transferring these to the S.F. Public Library for further development and integration.	Regular	8/31/96
4104-95/96	Public Transportation	55,000	Professional services - To facilitate Municipal Railway federal capital and operating grant applications through the Federal Transit Administration.	regular	6/30/96
4105-95/96	Public Transportation	150,000	Provide additional professional engineering consultant services on an as-needed basis to assist and supplement MUNI Capital Engineering staff in the timely completion of S.F. Muni rail projects.	Regular	2/1/98
4106-95/96	Public Transportation	600,000	Provide independent safety review of design, implementation and final safety certification of the Advance Training Control System Project.	Regular	8/31/97

1005-95-8 (Item 4A) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-95/96	Public Utilities Commission (Hetch Hetchy & Bureaus)	230,000	Provide geotechnical and other specialized engineering services in the investigation, data collection, and analyses of data in relation to the different design alternatives to seismically upgrade the pipelines at the fault crossing.	Regular	2/1/97
4108-95/96	Public Utilities Commission (Hetch Hetchy & Bureaus)	150,000	Review existing Sunol Water Treatment Plan Report/Studies to identify and prioritize water quality and operational improvements needed at the treatment plant.	Regular	9/1/96
4109-95/96	Port of San Francisco	100,000	Provide consulting services to prepare plans and specifications for the lighting and associated electrical improvements to provide the Fisherman's Wharf area with an aesthetically pleasing and energy efficient lighting system.	Regular	12/31/96
4110-95/96	Public Library	56,717	Project Read, the adult literacy program for the S.F. Public Library, offers English-speaking adults free basic literacy instruction provided by trained volunteers.	Regular	6/30/96
4111-95/96	Airports Commission	1,350,000	Provide architectural and engineering services for the design of an employee parking garage at Plot 7, S.F. Airport.	Regular	7/1/99

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(4B) Civil Service Commission Document Fees (File No. 1024-95-1)

Recommendation: Adopt report. Establish document fees in accordance with San Francisco Administrative Code Sections 8.26 and 67.27 (Sunshine Ordinance) as follows:

A) \$5.00 per copy for the "Civil Service Merit System, Human Resources, Employee Relations and Related Provisions of the 1996 Charter of the City and County of San Francisco (Proposition E [11/95])"

B) \$12.00 per copy for the "Civil Service Commission Rules (1996 Edition)."

- (4C) From the Civil Service Commission Rules Revision Committee:
Recommended new procedure for Civil Service Commission review of
proposed personal services contracts through a "Ratification Agenda"
(File No. 1025-95-8)**

Recommendation: Adopt report. Authorize the use of a "Ratification Agenda" for Commission review of proposed personal services contracts as described in the staff report effective for the Civil Service Commission meeting of February 5, 1996.

- (4D) Request for supplemental appropriation, Civil Service Commission, Fiscal Year 1995-96, totaling \$24,300 for hearing officer costs related to the processing of unit designation complaints (File No. 1028-95-1)**

Recommendation: Approve. Forward to the Office of the Mayor.

- (4E) Quarterly monitoring report by the Department of Human Resources of
Expanded Certification Rules (Item No. 0651-95-1)**

May 16, 1994: Adopt Department of Human Resources report. Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.

Sept. 19, 1994: First report presented for the period May 16, 1994 through August 15, 1994.

July 17, 1995: The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.

August 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

August 21, 1995: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

Sept. 18, 1995: Postpone to the meeting of October 2, 1995 due to non-submission of quarterly reports.

No reports submitted for the periods:

August 16, 1994 through November 15, 1994
November 16, 1994 through February 15, 1994
February 16, 1994 through May 15, 1995
May 16, 1995 through August 15, 1995

October 2, 1995: Due to record-keeping conversion in the Department of Human Resources, modify report schedule to require quarterly reports beginning January 1996. First report due at the Special Meeting of January 8, 1996.

Recommendation: Postpone until February 5, 1996 due to non-submission of report.

(4F) Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health, San Francisco General Hospital (File No. 0762-95-7)

November 6, 1995 : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

November 20, 1995: Over to the meeting of December 4, 1995 at the request of Local 790.

December 4, 1995: Over to the meeting of January 8, 1996 at the request of Local 790.

Recommendation: Over to the meeting of February 5, 1996 at the request of the Local 790.

(4G) Determination of future employability: E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department (File No. 0887-94-7)

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994 : Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.

February 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.

August 7, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.

September 18, 1995: Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.

Recommendation: Off calendar at the request of Mr. Normandy's representative pending resolution of discrimination complaint.

(5) **REGULAR BUSINESS** (Items 5A through 5C)

(5A) **Appeal of background rejection for Police Officer (Class Q-2) by Stephen Fitzhenry (File No. 0489-95-4)**

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Executive Officer.

August 21, 1995: Off calendar by Commission action. Refer to the Executive Officer for disposition.

Recommendation: Deny appeal. Sustain decision of the Chief of Police.

(5B) **Appeal of background rejection for Police Communications Dispatcher (Class 8238) by Debra Robertson (File No. 0949-95-4)**

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

(5C) **Appeal of the Human Resources Director's decision to deny protest by the International Federation of Technical and Professional Engineers, Local 21, of the terms of the examination announcement for Chief Surveyor (Class 5216) (File No. 1026-95-4)**

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

Part II - 3:00 p.m.

(6) **EMPLOYEE SEPARATIONS** (Items 6A through 6E)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

(6A) **Determination of future employability: Robert Alberigi, Police Officer (Class Q-2), San Francisco Police Department (File No. 0716-95-7)**

Recommendation of the San Francisco Police Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

TERMINATION DURING ENTRANCE PROBATIONARY PERIOD
(Future Employability Only)

- (6B) **Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0647-95-7)**

October 16, 1995 : Over to the meeting of January 8, 1996 at the request of Ms. Gray's attorney.

Recommendation of the San Francisco Police Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (6C) **Determination of future employability: Vernelle Gomez, Parking Control Officer (Class 8214), Department of Parking and Traffic (File No. 0944-95-7)**

Recommendation of the Department of Parking and Traffic:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the Department of Parking and Traffic.

APPEAL OF AUTOMATIC RESIGNATION

- (6D) **Appeal of automatic resignation: Donald Tate, Electrical Transit Service Worker (Class 7409), Public Transportation Department (File No. 0723-95-7)**

Recommendation of the Public Transportation Department:

Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the Public Transportation Department.

TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT
(Future Employability Only)

- (6E) **Determination of future employability: temporary civil service termination of Denise Griffin, Transit Operator (Class 9163), Public Transportation Department (File No. 0950-95-7)**

Recommendation of the Public Transportation Department:

Dismiss from the City and County service. No future employment with the Public Transportation Department.

(7) Special Order of Business - 3:30 p.m.

**(7A) Adoption of the 1996 Edition of the Civil Service Commission Rules
(File No. 1027-95-5)**

November 6, 1995: Civil Service Commission

Subject: Proposed reorganization, recodification and reformatting of the Civil Service Commission Rules

Action: 1) Adopt staff report. Authorize the Executive Officer to reorganize, recodify and reformat the Civil Service Commission Rules;

2) Forward proposed reorganized, recodified, and reformatted Civil Service Commission Rules to the Civil Service Commission Rules Revision Committee with the request that the revised Rules be reviewed and returned to the Civil Service Commission with recommendations for action on January 8, 1996.

December 11, 1995: Rules Revision Committee

Subject: Proposed reorganization, recodification and reformatting of the Civil Service Commission Rules.

Action: Unanimously approved. Forward to the Civil Service Commission for adoption on January 8, 1996.

Recommendation: Adopt proposed 1996 Edition of the Civil Service Commission Rules. Authorize publication and distribution in both printed form and on computer diskettes.

**(7B) Effect of recodification on previous Rules (File No. 1030-95-5):
A companion to File No. 1027-95-5 (Item 7A)**

Recommendation: Adopt staff report. Adopt statement of effect of recodification on previous Rules as recommended in the staff report. Direct that the statement of effect of recodification be incorporated into the 1996 Edition of the Civil Service Commission Rules adopted under File No. 1027-95-5.

- (7C) **Commendation for members of the Rules Recodification Project Working Group for their participation and assistance in the recodification of the Civil Service Commission Rules resulting in the 1996 Edition of the Civil Service Commission Rules (File No. 1031-95-5):**

Diana Buchbinder, Public Utilities Commission
Michael Casey, Civil Service Commission
Sandra Favale, Civil Service Commission
Kate Favetti, Department of Public Health
James Horan, Department of Public Works
Kathy Mallegni, Controller's Office
Cindy Monroe, Department of Public Health
Carol Sam, Department of Public Health
Margarita Zamora, Civil Service Commission

Recommendation: Adopt. Award Certificates of Appreciation.

- (8) **SPECIAL ORDER OF BUSINESS - 4:00 P.M.**

Briefing by the City Attorney on the Civil Service, Human Resources, Labor Relations, and related provisions of the new City and County of San Francisco Charter [Prop. E (11/95)].

No action required.

- (9) **COMMISSIONERS' NEW BUSINESS AND REPORTS**

- (9A) **COMMISSIONERS' NEW BUSINESS**

- (9B) **HUMAN RESOURCES DIRECTOR'S REPORT**

(9B.1) Progress report on classification consolidation.

Recommendation: Report received. File.

(9B.2) Transition of Court Classes to City Classes

Recommendation: Report received. File.

(9B.3) Report on Extension of Eligible Lists.

Recommendation: Report received. File.

(9B.4) Monthly report on provisional appointments in the City work force.

Recommendation: Report received. File.

- (9C) **EXECUTIVE OFFICER'S REPORT**

Civil Service Commission Budget Request, Fiscal Year 1996-97.

- (10) **REQUESTS TO SPEAK**

- (11) **ADJOURNMENT**

In memory of Thomas H. Poulas, a retired employee of the Civil Service Commission, who died on December 26, 1995.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5

MINUTES Special Meeting January 8, 1996

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

1/8/96

Spec. M.
C2

TIME CONVENED

2:20 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Pon
Commissioner Rios
Excused: Commissioner Munson

Commissioner Clopton presided.

MINUTES

Regular Meeting of December 4, 1995

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission will hold a Joint Special Meeting with the Commission on the Status of Women and the Human Rights Commission regarding the Implementation Plan for the new sexual harassment policies for the City and County of San Francisco. This meeting will be held on Thursday, January 18, 1996 from 5:30 p.m. to 8:00 p.m. in the Board of Supervisor's Meeting Room, 4th Floor, Veterans Building, San Francisco, CA 94102.

The Civil Service Commission will hold a Special Meeting on Wednesday, January 17, 1996 at 4:00 p.m. in Room 304A Veterans Building to discuss the Civil Service Commission Budget Request for Fiscal Year 1996-97.

Due to the legal holidays in January and February 1996, the Civil Service Commission has canceled its meetings of January 15, 1996 (Martin Luther King, Jr.'s Birthday holiday) and February 19, 1996 (President's Day holiday). The Commission will meet as scheduled on Monday, February 5, 1996 in Room 428 Veterans Building and will hold Special Meetings as required to address any emergency matters.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, January 8, 1996 at 1:00 p.m. in Room 304A Veterans Building to consult with the Commission's labor negotiator under the authority of California Government Code Section 54957.6 and to confer with the City Attorney on several matters of potential litigation under the authority of California Government Code Section 54956.9. Present were Commissioners Clopton, Kosturos, and Pon. The Commission consulted with and instructed its labor negotiator on the labor issue and conferred with the City Attorney on the matters with potential likelihood of litigation.

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0887-94-7 Determination of future employability: E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department (Item No. 4G)

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994 : Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.

February 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.

August 7, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.

September 18, 1995: Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.

Speakers: None

Action: Off calendar at the request of Mr. Normandy's representative pending resolution of discrimination complaint.

0489-95-4 Appeal of background rejection for Police Officer (Class Q-2) by Stephen Fitzhenry (Item No. 5A)

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Executive Officer.

August 21, 1995: Off calendar by Commission action. Refer to the Executive Officer for disposition.

Speakers: None

Action: Over to the meeting of February 5, 1996 at the request of Mr. Fitzhenry's attorney.

0647-95-7 Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 6B)

October 16, 1995 : Over to the meeting of January 8, 1996 at the request of Ms. Gray's attorney.

Speakers: None

Action: Off calendar at the request of Ms. Gray's attorney pending resolution of grievance.

0651-95-1 Quarterly monitoring report by the Department of Human Resources of Expanded Certification Rules (Item No. 4E)

- May 16, 1994: Adopt Department of Human Resources report. Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.
- Sept. 19, 1994: First report presented for the period May 16, 1994 through August 15, 1994.
- July 17, 1995: The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.
- August 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.
- August 21, 1995: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.
- Sept. 18, 1995: Postpone to the meeting of October 2, 1995 due to non-submission of quarterly reports.
- No reports submitted for the periods:
- August 16, 1994 through November 15, 1994
 November 16, 1994 through February 15, 1994
 February 16, 1994 through May 15, 1995
 May 16, 1995 through August 15, 1995
- October 2, 1995: Due to record-keeping conversion in the Department of Human Resources, modify report schedule to require quarterly reports beginning January 1996. First report due at the Special Meeting of January 8, 1996.
- Speakers: None
- Action: Postpone until February 5, 1996 due to non-submission of report.

0716-95-7 Determination of future employability: Robert Alberigi, Police Officer (Class Q-2), San Francisco Police Department (Item No. 6A)

- Speakers: None
- Action: Over to the meeting of February 5, 1996 at the request of Mr. Alberigi's attorney.

0723-95-7 Appeal of automatic resignation: Donald Tate, Electrical Transit Service Worker (Class 7409), Public Transportation Department (Item No. 6D)

Speakers: Pro: Kin Gee, Public Transportation
Con: Kevin Hughes, Local 6
Donald Tate

Action: Over to the meeting of February 5, 1996.
Mr. Tate to provide the Public Transportation Department as soon as possible with the medical and other information referred to on January 8, 1996.

0762-95-7 Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health, San Francisco General Hospital (Item No. 4F)

November 6, 1995 : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

November 20, 1995: Over to the meeting of December 4, 1995 at the request of Local 790.

December 4, 1995: Over to the meeting of January 8, 1996 at the request of Local 790.

Speakers: None

Action: Over to the meeting of February 5, 1996 at the request of the Local 790.

0944-95-7 Determination of future employability: Vernelle Gomez, Parking Control Officer (Class 8214), Department of Parking and Traffic (Item No. 6C)

Speakers: None

Action: Over to the meeting of February 5, 1996 at the request of Ms. Gomez.

0949-95-4 Appeal of background rejection for Police Communications Dispatcher (Class 8238) by Debra Robertson (Item No. 5B)

Speakers: Pro: Sgt. Rick Parry, SFPD
Con: Debra Robertson

Action: Deny appeal. Sustain the decision of the Chief of Police.

0950-95-7 Determination of future employability: temporary civil service termination of Denise Griffin, Transit Operator (Class 9163), Public Transportation Department (Item No. 6E)

Speakers: Pro: Kin Gee, Public Transportation
Con: Denise Griffin

Action: Over to the meeting of February 5, 1996 due to absence of Ms. Griffin's representative. Ms. Griffin to contact the Transport Workers Union to request representation and to notify that organization of the next meeting.

1005-95-8 Review of requests for approval of proposed personal services contracts (Item No. 4A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2033-95/96	Commission on the Status of Women	107,078	Provide emergency shelter for battered women and their children.	Continuing	6/30/96
2034-95/96	Commission on the Status of Women	11,326	Provide services to Asian monolingual, limited, and non-English speaking battered women.	Continuing	6/30/96
2035-95/96	Commission on the Status of Women	34,500	Provide transitional housing to battered women and their children through the Riley Center's Brennan House.	Continuing	6/30/96
2036-95/96	Social Services	900,000	Provide case management, counseling, crisis response services, representative payee, money management, benefits advocacy, referrals and linkage to other providers for integrated support services to newly housed low-income individuals.	Continuing	12/31/98
4089-95/96	Art Commission	900,000	Nine different artists will be contracted to design, fabricate and install works of art on nine of the Gateroom Walls in Boarding Area A & G at SF International Airport.	Regular	1/1/99
4090-95/96	S.F. Community College District	75,000	Will establish and facilitate a strategic planning process for the City College of San Francisco.	Regular	6/30/96
4091-95/96	Chief Administrative Officer	1,200,000	Capital Improvement Plans of Moscone Center.	Regular	6/30/99
4092-95/96	Commission on the Status of Women	51,500	Provide legal services through a complex system of volunteer attorneys for civil matters pertaining to domestic violence.	Regular	6/30/96

1005-95-8 (Item 4A) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-95/96	Commission on the Status of Women	146,500	Provide a comprehensive 24 hour centralized crisis line for victims of domestic violence.	Regular	6/30/96
4094-95/96	Commission on the Status of Women	51,500	Provide a wide range of legal assistance to poverty level victims of domestic violence.	Regular	6/30/96
4095-95/96	Commission on the Status of Women	92,167	Provide emergency shelter for battered women and their children.	Regular	6/30/96
4096-95/96	Commission on the Status of Women	81,500	Provide legal services to battered women and their children, particularly Asian-Pacific Islander monolingual and limited and non-English speaking women.	Regular	6/30/96
4097-95/96	Commission on the Status of Women	116,959	Provide emergency shelter for battered women and their children.	Regular	6/30/96
4098-95/96	Commission on the Status of Women	196,582	Provide services in education, training and prevention creating institutional change in San Francisco's response to domestic violence.	Regular	6/30/96
4099-95/96	Commission on the Status of Women	81,312	Provide assistance to victims of domestic violence in the criminal justice system through an advocacy, information and referral unit located at the Mission Station and in the General Work Investigation Division of the SFPD.	Regular	6/30/96
4100-95/96	Commission on the Status of Women	81,500	Provide social services, advocacy and counseling to battered women and their children, particularly to Asian-Pacific Islander monolingual, limited and non-English speaking women.	Regular	6/30/96
4101-95/96	Commission on the Status of Women	94,477	Provide emergency shelter for Asian battered women.	Regular	6/30/96
4102-95/96	Controller	250,000	Review of implementation of computer software applications for the information systems of the Department of Public Health, provide independent verification that project milestones are met.	Regular	12/31/96

1005-95-8 (Item 4A) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-95/96	Public Library	248,000	Developing customized system hardware and software and network technologies both on-site and off-site, transferring these to the S.F. Public Library for further development and integration.	Regular	8/31/96
4104-95/96	Public Transportation	55,000	Professional services - To facilitate Municipal Railway federal capital and operating grant applications through the Federal Transit Administration.	Regular	6/30/96
4105-95/96	Public Transportation	150,000	Provide additional professional engineering consultant services on an as-needed basis to assist and supplement MUNI Capital Engineering staff in the timely completion of S.F. Muni rail projects.	Regular	2/1/98
4106-95/96	Public Transportation	600,000	Provide independent safety review of design, implementation and final safety certification of the Advance Training Control System Project.	Regular	8/31/97
4107-95/96	Public Utilities Commission (Hetch Hetchy & Bureaus)	230,000	Provide geotechnical and other specialized engineering services in the investigation, data collection, and analyses of data in relation to the different design alternatives to seismically upgrade the pipelines at the fault crossing.	Regular	2/1/97
4108-95/96	Public Utilities Commission (Hetch Hetchy & Bureaus)	150,000	Review existing Sunol Water Treatment Plan Report/Studies to identify and prioritize water quality and operational improvements needed at the treatment plant.	Regular	9/1/96
4109-95/96	Port of San Francisco	100,000	Provide consulting services to prepare plans and specifications for the lighting and associated electrical improvements to provide the Fisherman's Wharf area with an aesthetically pleasing and energy efficient lighting system.	Regular	12/31/96
4110-95/96	Public Library	56,717	Project Read, the adult literacy program for the S.F. Public Library, offers English-speaking adults free basic literacy instruction provided by trained volunteers.	Regular	6/30/96

1005-95-8 (Item 4A) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4111-95/96	Airports Commission	1,350,000	Provide architectural and engineering services for the design of an employee parking garage at Plot 7, S.F. Airport.	Regular	7/1/99

Speakers: None

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

1024-95-1 Civil Service Commission Document Fees (Item No. 4B)

Speakers: None

Action: Adopt report. Establish document fees in accordance with San Francisco Administrative Code Sections 8.26 and 67.27 (Sunshine Ordinance) as follows:

A) \$5.00 per copy for the "Civil Service Merit System, Human Resources, Employee Relations and Related Provisions of the 1996 Charter of the City and County of San Francisco (Proposition E [11/95])"

B) \$12.00 per copy for the "Civil Service Commission Rules (1996 Edition)."

1025-95-8 From the Civil Service Commission Rules Revision Committee: Recommended new procedure for Civil Service Commission review of proposed personal services contracts through a "Ratification Agenda" (Item No. 4C)

Speakers: None

Action: Adopt report. Authorize the use of a "Ratification Agenda" for Commission review of proposed personal services contracts as described in the staff report effective for the Civil Service Commission meeting of February 5, 1996.

1026-95-4 Appeal of the Human Resources Director's decision to deny protest by the International Federation of Technical and Professional Engineers, Local 21, of the terms of the examination announcement for Chief Surveyor (Class 5216) (Item No. 5C)

Speakers: None

Action: Over to the meeting of February 5, 1996 at the request of Local 21.

1027-95-5 Adoption of the 1996 Edition of the Civil Service Commission Rules (Item No. 7A)

November 6, 1995: Civil Service Commission

Subject: Proposed reorganization, recodification and reformatting of the Civil Service Commission Rules

Action: 1) Adopt staff report. Authorize the Executive Officer to reorganize, recodify and reformat the Civil Service Commission Rules;

2) Forward proposed reorganized, recodified, and reformatted Civil Service Commission Rules to the Civil Service Commission Rules Revision Committee with the request that the revised Rules be reviewed and returned to the Civil Service Commission with recommendations for action on January 8, 1996.

December 11, 1995: Rules Revision Committee

Subject: Proposed reorganization, recodification and reformatting of the Civil Service Commission Rules.

Action: Unanimously approved. Forward to the Civil Service Commission for adoption on January 8, 1996.

Action: Adopt proposed 1996 Edition of the Civil Service Commission Rules. Authorize publication and distribution in both printed form and on computer diskettes.

1028-95-1 Request for supplemental appropriation, Civil Service Commission, Fiscal Year 1995-96, totaling \$24,300 for hearing officer costs related to the processing of unit designation complaints (Item No. 4D)

Speakers: None

Action: Approve. Forward to the Office of the Mayor.

1030-95-5 Effect of recodification on previous Rules (Item No. 7B): A companion to File No. 1027-95-5 (Item 7A)

Action: Adopt staff report. Adopt statement of effect of recodification on previous Rules as recommended in the staff report. Direct that the statement of effect of recodification be incorporated into the 1996 Edition of the Civil Service Commission Rules adopted under File No. 1027-95-5.

1031-95-5 Commendation for members of the Rules Recodification Project Working Group for their participation and assistance in the recodification of the Civil Service Commission Rules resulting in the 1996 Edition of the Civil Service Commission Rules (Item No. 7C):

Diana Buchbinder, Public Utilities Commission
Michael Casey, Civil Service Commission
Sandra Favale, Civil Service Commission
Kate Favetti, Department of Public Health
James Horan, Department of Public Works
Kathy Mallegni, Controller's Office
Cindy Monroe, Department of Public Health
Carol Sam, Department of Public Health
Paula Schiff, Department of Human resources
Margarita Zamora, Civil Service Commission

Action: Adopt. Award Certificates of Commendation.

SPECIAL ORDER OF BUSINESS - 4:00 P.M.

Briefing by the City Attorney on the Civil Service, Human Resources, Labor Relations, and related provisions of the new City and County of San Francisco Charter [Prop. E (11/95)].

Report presented by Deputy City Attorney's Vicki Clayton and Tom Owens.

COMMISSIONERS' NEW BUSINESS AND REPORTS (Item 9)

COMMISSIONERS' NEW BUSINESS (Item 9A)

HUMAN RESOURCES DIRECTOR'S REPORT (Item 9B)

(9B.1) Progress report on classification consolidation.

Action: Report received. File.

(9B.2) Transition of Court Classes to City Classes

Action: Report received. File.

(9B.3) Report on Extension of Eligible Lists.

Action: Report received. File.

(9B.4) Monthly report on provisional appointments in the City work force.

Action: Report received. File.

EXECUTIVE OFFICER'S REPORT (Item 9C)

Civil Service Commission Budget Request, Fiscal Year 1996-97.

Action: Report presented.

REQUESTS TO SPEAK (Item 10)

None

ADJOURNMENT (Item 11)

4:45 p.m.

In memory of Thomas H. Poulas, a retired employee of the Civil Service Commission, who died on December 26, 1995.

The members of the Commission extend their condolences to the family and friends of the deceased.

265
#4
/18/96

Civil Service Commission,
Human Rights Commission &
Commission on the Status of Women

Joint Agenda

January 18, 1996 5:30 - 8:00 p.m.
401 Van Ness Avenue, Room 404
San Francisco, CA 94102

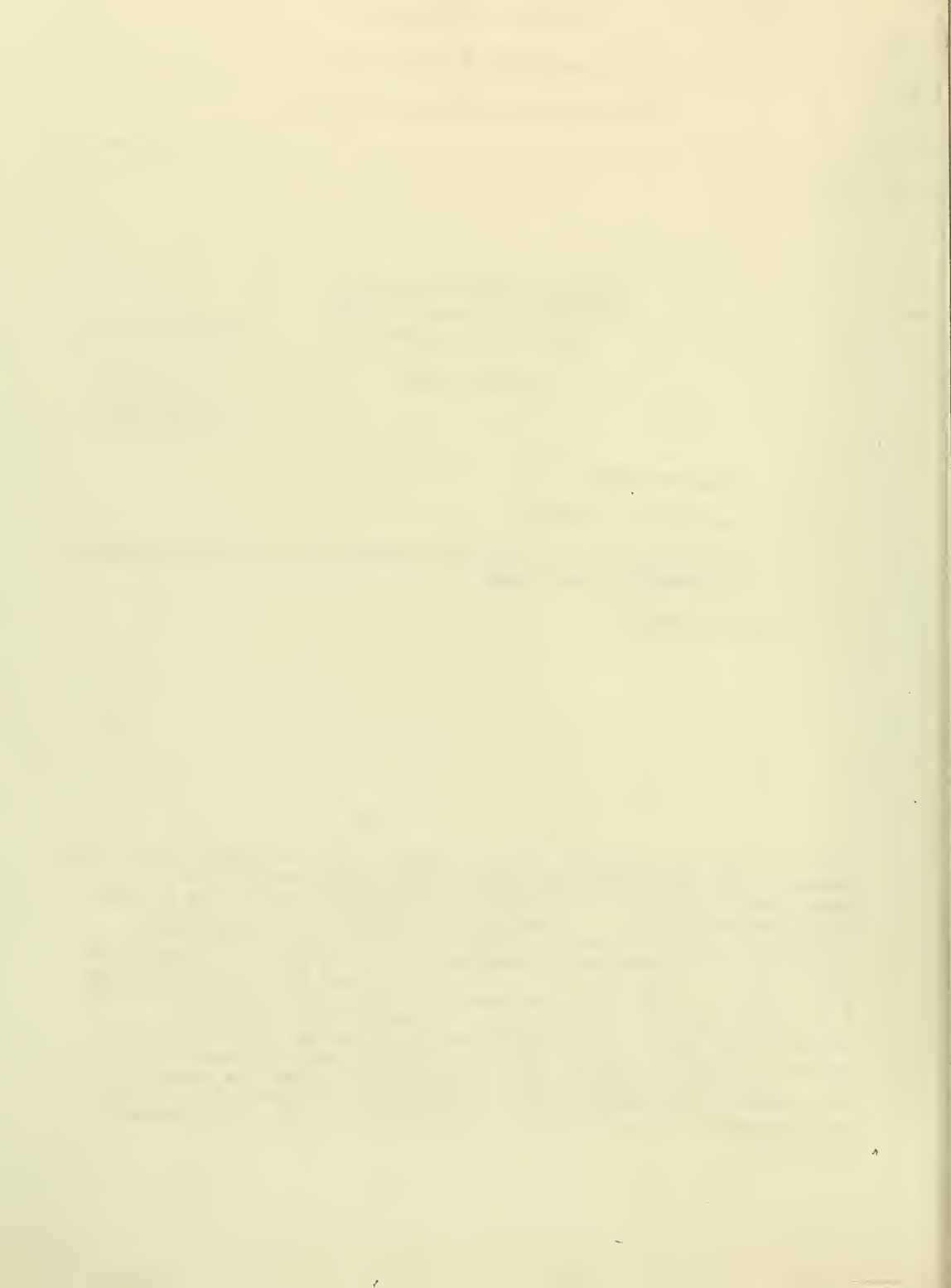
JOINT AGENDA

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- I. CALL TO ORDER
- II. ADOPTION OF AGENDA
- III. PUBLIC HEARING ON THE IMPLEMENTATION PLAN OF THE SEXUAL HARASSMENT TASK FORCE
- VII. ADJOURNMENT

This is a public meeting. Public comment will be heard after each agenda item. ACCESSIBILITY INFORMATION: This location is wheelchair accessible. Accessible parking is available at the Civic Center Garage, 355 McAllister, between Polk & Larkin. Metered and private parking are also available. The closest accessible BART station is located at Civic Center. Accessible MUNI lines are the 42, 47, 49, 7, 6, 71, and the J, K, L, M, and N streetcars. For MUNI accessibility information call 923-6142. Accessible seating is available. American sign language interpreters and a sound enhancement system are available upon request. Please contact Commission on the Status of Women at 252-2570 (Voice) or 252-2550 (TTD) 72 hours prior to the meeting. To accommodate individuals with environmental illness, individuals are requested to refrain from wearing perfume or other scented products.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65

#4
2/5/96

**KAREN CLOPTON
PRESIDENT**

**ADRIENNE PON
VICE PRESIDENT**

**GEORGE KOSTUROS
COMMISSIONER**

**A. LEE MUNSON
COMMISSIONER**

**JUAN RIOS
COMMISSIONER**

**ALBERT C. WALKER
EXECUTIVE OFFICER**

AGENDA

**Regular Meeting
of
February 5, 1996**

2:00 p.m.

**Room 428,
Veterans Building, 401 Van Ness Avenue**

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. RATIFICATION AGENDA
5. CONSENT AGENDA
6. REGULAR BUSINESS

Part II - 3:00 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS' NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

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Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
February 5, 1996**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting, January 8, 1996

Special Meeting, January 17, 1996

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, January 17, 1996

C. Executive Session, February 5, 1996

D. Other announcements

(4) RATIFICATION AGENDA (Item 4A)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(4A) Review of requests for approval of proposed personal services contracts
(File No. 0037-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2037-95/96	Mayor's Office of Children, Youth and Family	\$40,000	Computer Repair Program will provide 12 weeks of training and 12 weeks of internship.	Continuing	8/31/96
2038-95/96	Mayor's Office of Children, Youth and Family	\$33,631	Provide culturally appropriate environment for youth to thrive on art projects which bring out the talent of the youth. -	Continuing	8/31/96
2039-95/96	Public Transportation	\$350,000	Provide additional professional engineering consultant services on an as-needed basis to assist and supplement MUNI Capital Engineering staff in the timely completion of SF Municipal Railway rail projects.	Continuing	2/1/98
4112-95/96	Art Commission	\$75,000	Will fabricate, transport and install sand blasted glass art panels for two walls of the Jury Assembly Room.	Regular	6/30/97
4113-95/96	Public Utilities Commission (Water)	\$330,000	Provide specialized corrosion engineering services in the development and implementation of the Corrosion Control Program of the S.F. Water Department.	Regular	3/1/98
4114-95/96	Public Works	\$900,000	Provide architectural, structural, mechanical, and electrical engineering, cost estimating, and historical expertise services for the reconstruction/repair of the existing Conservatory of Flowers, Golden Gate Park.	Regular	1/12/99
4025-95/96	Human Resources	\$111,975 (Total 307,975)	Analyze documented Business Functional Requirements, translate requirements into a relational data base design, provide system design documentation, document client defined processes and methods, perform complex programming tasks, test and debug programs.	Regular	6/30/96

0037-96-8 (Item 4A) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
034R-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	\$100,000 (Total 854,000)	Provides as-needed consulting services to aid the City Attorney and Hetch Hetchy in contract negotiations, rate dispute, providing expert testimony, monitoring CPUC, FERC and PG&E activities, as well as other related issues.	Regular	9/30/97
387-94/95	Public Utilities Commission (Water)	\$250,000 (Total 3,005,058)	Provide professional services for the Water Department development application.	Regular	7/30/96
145-92/93	Public Works	\$1,822,650 (Total 3,362,650)	Provide construction management support services for the Waterfront Transportation Projects.	Regular	12/31/98

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(5) CONSENT AGENDA (Items 5A through 5B)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Appeal of automatic resignation: Donald Tate, Electrical Transit Service Worker (Class 7409), Public Transportation Department (File No. 0723-95-7)

January 8, 1996: Over to the meeting of February 5, 1996. Mr. Tate to provide the Public Transportation Department as soon as possible with the medical and other information referred to on January 8, 1996.

Recommendation: Off calendar; automatic resignation rescinded.

(5B) Quarterly monitoring report by the Department of Human Resources on Expanded Certification Rules (File No. 0651-95-1)

- May 16, 1994: Adopt Department of Human Resources report. Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.
- Sept. 19, 1994: First report presented for the period May 16, 1994 through August 15, 1994.
- The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.
- August 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.
- August 21, 1995: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.
- Sept. 18, 1995: Postpone to the meeting of October 2, 1995 due to non-submission of quarterly reports.
- No reports submitted for the periods:
- August 16, 1994 through November 15, 1994
November 16, 1994 through February 15, 1995
February 16, 1995 through May 15, 1995
May 16, 1995 through August 15, 1995
- October 2, 1995: Due to record-keeping conversion in the Department of Human Resources, modify report schedule to require quarterly reports beginning January 1996. First report due at the Special Meeting of January 8, 1996.
- January 8, 1996: Postpone until February 5, 1996 due to non-submission of report.
- Recommendation: Report received; file. Next report on expanded certification rules due at the meeting of Monday, April 1, 1996.

(6) REGULAR BUSINESS (Items 6A through 6C)

(6A) Appeal of background rejection for Police Officer (Class Q-2) by Stephen Fitzhenry (File No. 0489-95-4)

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Executive Officer.

August 21, 1995: Off calendar by Commission action. Refer to the Executive Officer for disposition.

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Mr. Fitzhenry's attorney.

Recommendation: Deny appeal. Sustain decision of the Chief of Police.

(6B) Appeal of the Human Resources Director's decision to deny protest by the International Federation of Technical and Professional Engineers, Local 21, of the terms of the examination announcement for Chief Surveyor (Class 5216) (File No. 1001-95-4)

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Local 21.

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

(6C) Appeal of the Human Resources Director's decision to deny protest by Mohamed Hosny of the written examination for Supervising Auditor (Class 1686) (File No. 0040-96-4)

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

Part II - 3:00 p.m.

(7) EMPLOYEE SEPARATIONS (Items 7A through 7I)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the employee separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

**DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)**

(7A) Determination of future employability: Robert Alberigi, Police Officer (Class Q-2), San Francisco Police Department (File No. 0716-95-7)

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Mr. Alberigi's attorney.

Recommendation of the San Francisco Police Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

**TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)**

(7B) Determination of future employability: entrance probationary termination of Paul Lee, Police Officer (Class Q-2), San Francisco Police Department (File No. 0006-96-7)

Recommendation of the San Francisco Police Department:

Future employment as a Police Officer (Class Q-2) subject to the review and approval of the Chief of Police after satisfactory completion of one year's work experience outside the San Francisco Police Department.

DISMISSAL OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

- (7C) **Determination of future employability: entrance probationary termination of John Leong, Police Officer (Class Q-2), San Francisco Police Department (File No. 1014-95-7)**

Recommendation of the San Francisco Police Department:

Future employment as a Police Officer (Class Q-2), subject to the review and approval of the Chief of Police after satisfactory completion of one year's work experience outside the San Francisco Police Department uniformed ranks.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (7D) **Determination of future employability: entrance probationary termination of Luong Tu, Police Officer (Class Q-2), San Francisco Police Department (File No. 1002-95-7)**

Recommendation of the San Francisco Police Department:

Future employment as a Police Officer (Class Q-2) subject to the review and approval of the Chief of Police after satisfactory completion of one year's work experience outside the San Francisco Police Department uniformed ranks.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (7E) **Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health, San Francisco General Hospital (File No. 0762-95-7)**

November 6, 1995 : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

November 20, 1995: Over to the meeting of December 4, 1995 at the request of Local 790.

December 4, 1995: Over to the meeting of January 8, 1996 at the request of Local 790.

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Local 790.

Recommendation of the Department of Public Health:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of nine month's of service in another Emergency Medical Service (EMS) system as a Paramedic or in a related occupation.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (7F) **Determination of future employability: entrance probationary termination of Scott Halem, Health Worker II (Class 2586), Department of Public Health (File No. 0994-95-7)**

Recommendation of the Department of Public Health:

No restrictions on future employability.

TERMINATION OF TEMPORARY CIVIL SERVICE APPOINTMENT
(Future Employability Only)

- (7G) **Determination of future employability: temporary civil service termination of Denise Griffin, Transit Operator (Class 9163), Public Transportation Department (File No. 0950-95-7)**

January 8, 1996: Over to the meeting of February 5, 1996 due to the absence of Ms. Griffin's representative. Ms. Griffin to contact the Transport Workers Union to request representation and to notify that organization of the February 5, 1996 meeting.

Recommendation of the Public Transportation Department:

Dismiss from the City and County service. No future employment with the Public Transportation Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (7H) **Determination of future employability: Vernelle Gomez, Parking Control Officer (Class 8214), Department of Parking and Traffic (File No. 0944-95-7)**

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Ms. Gomez.

Recommendation of the Department of Parking and Traffic:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Parking and Traffic.

TERMINATION OF PROVISIONAL APPOINTMENT
(Future Employability Only)

- (7I) **Appeal of the Human Resources Director's action on future employability:
Jose Vazquez, Accountant (Class 1650), San Francisco Public Library
(Provisional employee with less than six months service)
(File No. 0732-95-7)**

July 28, 1995: No future employment with the San Francisco Public Library (Human Resources Director's action).

October 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Vazquez.

October 16, 1995: Over to the meeting of November 6, 1995 at the request of the San Francisco Public Library.

November 6, 1995: Over to the meeting of February 5, 1996 at the request of Local 21.

Recommendation of the San Francisco Public Library:

No future employment with the San Francisco Public Library.

(8) **COMMISSIONERS' NEW BUSINESS AND REPORTS**

(8A) **COMMISSIONERS' NEW BUSINESS**

(8B) **HUMAN RESOURCES DIRECTOR'S REPORT**

(8B.1) Monthly report on provisional appointments in the City work force

Recommendation: Report received; file.

(8B.2) Report on status of eligible list extensions and rescissions

Recommendation: Report received; file.

(8B.3) Transition of court classes to City classes

Recommendation: Report received; file.

(8B.4) Progress Report on class consolidation project

Recommendation: Report received, file.

(8C) EXECUTIVE OFFICER'S REPORT

Civil Service Commission Budget Request, Fiscal Year 1996-97.

Recommendation: Approve; forward to the Office of the Mayor.

(9) REQUESTS TO SPEAK

(10) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting

February 5, 1996

2:00 p.m.

Veterans Building

401 Van Ness Avenue, Room 428

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

3:05 p.m.

ROLL CALL

Present: Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Commissioner Rios
Excused: Commissioner Clopton

Commissioner Pon presided.

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MINUTES

Regular Meeting, January 8, 1996

Action: Approve

Special Meeting, January 17, 1996

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Wednesday, January 17, 1996, at 5:30 p.m. in Room 304A Veterans Building, to consider a personnel matter under the authority of California Government Code Section 54957. Present were Commissioners Clopton, Pon, Kosturos, and Rios. No action was taken.

On Monday, February 5, 1996, at 12:30 p.m. the Civil Service Commission held a Special Meeting in Executive Session (closed session) in Room 304A Veterans Building, to consider a personnel matter under the authority of California Government Code Section 54957; to consult with the Commission's Labor Negotiator under the authority of California Government Code Section 54957.6; and to confer with the City Attorney on a matter of substantial likelihood of litigation under the authority of Government Code Section 54957.9). Present were Commissioners Pon, Kosturos, Munson, and Rios. No action was taken.

Due to the Presidents' Day Holiday on Monday, February 19, 1996 which conflicts with a regular Civil Service Commission meeting, the Civil Service Commission meeting of February 19, 1996 is canceled.

0489-95-4 Appeal of background rejection for Police Officer (Class Q-2) by Stephen Fitzhenry (Item No. 6A)

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Executive Officer.

August 21, 1995: Off calendar by Commission action. Refer to the Executive Officer for disposition.

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Mr. Fitzhenry's attorney.

Speakers: None

Action: Postpone to the meeting of March 18, 1996 at the request of Mr. Fitzhenry's attorney.

0651-95-1 Quarterly monitoring report by the Department of Human Resources on Expanded Certification Rules (Item No. 5B)

May 16, 1994: Adopt Department of Human Resources report. Department of Human Resources to implement Civil Service Commission Rules allowing expanded certifications from eligible lists and submit its first monitoring report to the Civil Service Commission in September 1994.

Sept. 19, 1994: First report presented for the period May 16, 1994 through August 15, 1994.

The Department of Human Resources to prepare and submit monitoring reports for expanded certification rules at the meeting of August 7, 1995.

Aug. 7, 1995: Postpone to the meeting of August 21, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

Aug. 21, 1995: Postpone to the meeting of September 18, 1995 due to the non-submission of quarterly reports for the periods from September 1994 to present.

Sept. 18, 1995: Postpone to the meeting of October 2, 1995 due to non-submission of quarterly reports.

No reports submitted for the periods:

August 16, 1994 through November 15, 1994
November 16, 1994 through February 15, 1995
February 16, 1995 through May 15, 1995
May 16, 1995 through August 15, 1995

Oct. 2, 1995: Due to record-keeping conversion in the Department of Human Resources, modify report schedule to require quarterly reports beginning January 1996. First report due at the Special Meeting of January 8, 1996.

0651-95-1 Quarterly monitoring report by the Department of Human Resources on Expanded Certification Rules (Item No. 5B) (cont.)

Jan. 8, 1996: Postpone until February 5, 1996 due to non-submission of report.

Speakers: None

Action: Report received; file. Next report on expanded certification rules due at the meeting of Monday, April 1, 1996.

0716-95-7 Determination of future employability: Resignation of Robert Alberigi, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7A)

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Mr. Alberigi's attorney.

Speakers: None

Action: Postpone to the meeting of March 4, 1996 at Mr. Alberigi's request.

0723-95-7 Appeal of automatic resignation: Donald Tate, Electrical Transit Service Worker (Class 7409), Public Transportation Department (Item No. 5A)

January 8, 1996: Over to the meeting of February 5, 1996. Mr. Tate to provide the Public Transportation Department as soon as possible with the medical and other information referred to on January 8, 1996.

Speakers: None

Action: Off calendar; automatic resignation rescinded.

0732-95-7 Appeal of the Human Resources Director's action on future employability: Jose Vazquez, Accountant (Class 1650), San Francisco Public Library (Provisional employee with less than six months service) (Item No. 7I)

July 28, 1995: No future employment with the San Francisco Public Library (Human Resources Director's action).

Oct. 2, 1995: Over to the meeting of October 16, 1995 at the request of Mr. Vazquez.

Oct. 16, 1995: Over to the meeting of November 6, 1995 at the request of the San Francisco Public Library.

Nov. 6, 1995: Over to the meeting of February 5, 1996 at the request of Local 21.

0732-95-7 Appeal of the Human Resources Director's action on future employability: Jose Vazquez, Accountant (Class 1650), San Francisco Public Library (Provisional employee with less than six months service) (Item No. 7I) (cont.)

Speakers: Pro: Kathy Murray, Public Library
Con: None

Action: Sustain the decision of the Human Resources Director. No future employment with the San Francisco Public Library.

0762-95-7 Determination of future employability: entrance probationary termination of Dianne Sforzo, Paramedic (Class 2532), Department of Public Health, San Francisco General Hospital (Item No. 7E)

Nov. 6, 1995 : Over to the meeting of November 20, 1995 at the request of Ms. Sforzo.

Nov. 20, 1995: Over to the meeting of December 4, 1995 at the request of Local 790.

Dec. 4, 1995: Over to the meeting of January 8, 1996 at the request of Local 790.

Jan. 8, 1996: Over to the meeting of February 5, 1996 at the request of Local 790.

Speakers: None

Action: Off calendar; request for hearing withdrawn.

0944-95-7 Determination of future employability: Dismissal of Vernelle Gomez, Parking Control Officer (Class 8214), Department of Parking and Traffic (Item No. 7H)

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Ms. Gomez.

Speakers: Pro: Michael Lum, Dept. of Parking and Traffic
Con: Todd Cochran, Vernon Duncan, SEIU
Vernelle Gomez

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Parking and Traffic. (Vote of 3 to 1: Commissioner Kosturos dissented)

0950-95-7 Determination of future employability: temporary civil service termination of Denise Griffin, Transit Operator (Class 9163), Public Transportation Department (Item No. 7G)

January 8, 1996: Over to the meeting of February 5, 1996 due to the absence of Ms. Griffin's representative. Ms. Griffin to contact the Transport Workers Union to request representation and to notify that organization of the February 5, 1996 meeting.

Action: Off calendar; request for hearing withdrawn.

0994-95-7 Determination of future employability: entrance probationary termination of Scott Halem, Health Worker II (Class 2586), Department of Public Health (Item No. 7F)

Speakers: None.

Action: Off calendar; request for hearing withdrawn.

1001-95-4 Appeal of the Human Resources Director's decision to deny protest by the International Federation of Technical and Professional Engineers, Local 21, of the terms of the examination announcement for Chief Surveyor (Class 5216) (Item No. 6B)

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Local 21.

Speakers: Pro: Joyce Smith, DPW
Denise Duff, DPW
Con: Linda Jofuku, Local 21

Action: Refer to the Executive Officer to review the issues with the parties and to report back to the Civil Service Commission at its meeting of March 4, 1996 with a recommendation.

1002-95-7 Determination of future employability: entrance probationary termination of Luong Tu, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7D)

Speakers: Pro: Lt. Alan Mould, S.F. Police Dept.
Con: Luong Tu

Action: Future employment as a Police Officer (Class Q-2) subject to the review and approval of the Chief of Police after satisfactory completion of one year's work experience outside the San Francisco Police Department uniformed ranks.

1014-95-7 Determination of future employability: entrance probationary termination of John Leong, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7C)

Speakers: None

Action: Future employment as a Police Officer (Class Q-2) subject to the review and approval of the Chief of Police after satisfactory completion of one year's work experience outside the San Francisco Police Department uniformed ranks.

0006-96-7 Determination of future employability: entrance probationary termination of Paul Lee, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7B)

Speakers: None

Action: Future employment as a Police Officer (Class Q-2) subject to the review and approval of the Chief of Police after satisfactory completion of one year's work experience outside the San Francisco Police Department informed ranks.

0037-96-8 Review of requests for approval of proposed personal services contracts (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2037-95/96	Mayor's Office of Children, Youth and Family	\$40,000	Computer Repair Program will provide 12 weeks of training and 12 weeks of internship.	Continuing	8/31/96
2038-95/96	Mayor's Office of Children, Youth and Family	\$33,631	Provide culturally appropriate environment for youth to thrive on art projects which bring out the talent of the youth.	Continuing	8/31/96
2039-95/96	Public Transportation	\$350,000	Provide additional professional engineering consultant services on an as-needed basis to assist and supplement MUNI Capital Engineering staff in the timely completion of SF Municipal Railway rail projects.	Continuing	2/1/98
4112-95/96	Art Commission	\$75,000	Will fabricate, transport and install sand blasted glass art panels for two walls of the Jury Assembly Room.	Regular	6/30/97

0037-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-95/96	Public Utilities Commission (Water)	\$330,000	Provide specialized corrosion engineering services in the development and implementation of the Corrosion Control Program of the S.F. Water Department.	Regular	3/1/98
4114-95/96	Public Works	\$900,000	Provide architectural, structural, mechanical, and electrical engineering, cost estimating, and historical expertise services for the reconstruction/repair of the existing Conservatory of Flowers, Golden Gate Park.	Regular	1/12/99
4025-95/96	Human Resources	\$111,975 (Total 307,975)	Analyze documented Business Functional Requirements, translate requirements into a relational data base design, provide system design documentation, document client defined processes and methods, perform complex programming tasks, test and debug programs.	Regular	6/30/96
034R-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	\$100,000 (Total 854,000)	Provides as-needed consulting services to aid the City Attorney and Hetch Hetchy in contract negotiations, rate dispute, providing expert testimony, monitoring CPUC, FERC and PG&E activities, as well as other related issues.	Regular	9/30/97
387-94/95	Public Utilities Commission (Water)	\$250,000 (Total 3,005,058)	Provide professional services for the Water Department development application.	Regular	7/30/96
145-92/93	Public Works	\$1,822,650 (Total 3,362,650)	Provide construction management support services for the Waterfront Transportation Projects.	Regular	12/31/98

Speakers: None

Action:: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

0040-96-4 Appeal of the Human Resources Director's decision to deny protest by Mohamed Hosny of the written examination for Supervising Auditor (Class 1686) (Item No. 6C)

Speakers: None

Action: Postpone to the meeting of March 4, 1996 at the request of Local 21. The Human Resources Director is directed to proceed with the adoption of the eligible list and the certification of eligibles provided that one permanent requisition is to be withheld from the certification pending final resolution of Mr. Hosny's appeal.

COMMISSIONERS' NEW BUSINESS (Item 8A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item 8B)

Monthly report on provisional appointments in the City work force (Item No. 8B.1)

Action: Report received; file.

Report on status of eligible list extensions and rescissions (Item No. 8B.2)

Action: Report received; file.

Transition of court classes to City classes (Item No. 8B.3)

Action: Report received; file.

Progress Report on class consolidation project (Item No. 8B.4)

Action: Report received; file.

EXECUTIVE OFFICER'S REPORT

Civil Service Commission Budget Request, Fiscal Year 1996-97 (Item No. 8C)

Action: Approve; forward to the Office of the Mayor.

REQUESTS TO SPEAK

None

ADJOURNMENT

In memory of Patricia Moreno, Executive Assistant to the Director of Airports for the past 16 years, and a 32-year employee of the City and County of San Francisco. The Civil Service Commission extends condolences to her family and friends.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

SF
C65

#4

3/4/96

AGENDA

Regular Meeting
of
March 4, 1996

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PUBLIC LIBRARY

2:30 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:30 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. RATIFICATION AGENDA
5. CONSENT AGENDA
6. REGULAR BUSINESS

Part II - 3:00 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS' NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
March 4, 1996**

PART I - 2:30 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting, February 5, 1996

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, March 4, 1996

C. Other announcements

(4) RATIFICATION AGENDA (Item 4)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(4) Review of requests for approval of proposed personal services contracts
(File No. 0099-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2040-95/96	Mayor's Office of Children, Youth and Family	\$230,000	Planning and implementation of Beacon Center in the Visitacion Valley community which are open year-round, after school, evening, weekends, and summer.	Continuing	8/31/96
2041-95/96	Mayor's Office of Children, Youth and Family	\$15,000	Will operate Beacon Center in the Mission community which opens year-round, after school, evening, weekends, and summer.	Continuing	8/31/96
2042-95/96	Public Transportation	\$495,000	Provide Substance Abuse Professional services that conform to federal drug testing requirements contained in 49 CFR Parts 40, 653, 654 (DOT regulations).	Continuing	2/28/99
4115-95/96	Police Commission	\$54,000	Software Management for growth of criminal justice computer system at Hall of Justice and One Market Street Plaza. Create interface between interim CAD and existing CAD and CABLE systems.	Regular	6/30/96
4116-95/96	Public Utilities Commission (Hetch Hetchy & Bureaus)	\$83,600	Install computerized maintenance system in remote offices located in the watersheds of the SFWD Supply Division.	Regular	12/31/96
4117-95/96	Public Utilities Commission (Water)	\$70,000	Clean-up of unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, and road ways, and trails; conversion fire breaks to fuel breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	6/30/96
4118-95/96	Public Utilities Commission (Water)	\$60,000	Clean-up of unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, and road ways, and trails; conversion fire breaks to fuel breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	6/30/96

0099-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4119-95/96	Public Works	\$976,858	Provide extended warranty to repair/replace hardware and periodic upgraded software for proprietary wastewater treatment plants' equipment.	Regular	6/30/00
4120-95/96	Public Works	\$3,000,000	Professional architectural and engineering services on as as-needed basis to supplement the work of the Department of Public Works to meet peak schedule demands and specialized needs not available from in-house City staff.	Regular	4/30/99
4121-95/96	Public Works	\$1,750,000	Provide as-needed special inspection and testing services related to construction and renovation projects for the City.	Regular	4/30/99
4122-95/96	Social Services	\$500,000	Finding adoptive parents and screening homes for adopted children.	Regular	4/30/98
4123-95/96	Public Transportation	\$2,000,000	Provide overall project management and engineering services to conduct the Bayshore Light Rail Project Development and Draft Environmental Impact Statement/Report (DEIS/DEIR) preparation.	Regular	12/31/97
4040-95/96	Public Works	Resubmission to increase amount from \$600,000 to \$800,000	Provide as-needed geotechnical engineering services including investigations and reports for new and existing building/bridge foundations and recommendations for designing retaining wall systems, embankments and improved ground.	Regular	1/1/98

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(5) CONSENT AGENDA (Items 5A through 5E)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

- (5A) Proposed amendment to Civil Service Commission Rule 14 (1996 Edition) - Appointments, Article VII - Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I, by amending Section 14.45 - No Reversion Rights, and adding new Section 14.46 - Reappointment of Separated Employees (File No. 0100-96-5)**

Recommendation: Post for adoption. Circulate for meet and confer with the affected employee organization. Notify the Sheriff.

- (5B) Proposed amendment to the Civil Service Commission Rules (1996 Edition) by adding Section 13.2.3 - Expansion of Certification Rules, to Civil Service Commission Rule 13 - Certification of Eligibles, Article II - Certification Rules (File No. 0101-96-5)**

Recommendation: Post for adoption. Circulate for meet and confer with the affected employee organizations. Notify departments.

- (5C) Request from the Executive Officer, Civil Service Commission, to temporarily exempt from the civil service provisions of the Charter one position in Class 1282 Principal Employee Relations Representative, Civil Service Commission (File No. 0102-96-1)**

Recommendation: Approve request. Authorize the temporary exemption of a position in Class 1282 Principal Employee Relations Representative, Civil Service Commission, for the period April 1, 1996 through June 30, 1998.

- (5D) Request to appoint employees at a salary step higher than normal and to adjust the compensation schedules of supervisory employees assigned supervisory duties. (File No. 0087-96-3)**

1. Request to appoint employees at a salary step higher than normal:

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary*	Annual Salary Rec. Step
Michele Liapes 3541 Curator I	Art Commission	3	26,805	29,579
Catherine Sullivan 1804 MIS Tech.	S.F. Community College District	3	24,482	26,935
Lynne Towle 1822 Admin Analyst	S.F. Community College District	3	41,447	45,623
Venetia Young 1822 Admin. Analyst	S.F. Community College District	3	41,447	45,623
Vincent Guilin 2806 Disease Control Investigator	Public Health	2	37,662	39,489
Lynn Searle 8176 Trial Attorney	District Attorney	5	55,985	68,043
Sandra Schultz 8176 Trial Attorney	District Attorney	5	55,985	68,043

(5D) (Cont.)(File No. 0087-96-3)				
Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Alan Davison 6242 Plumbing Inspector	Dept. of Building Inspection	5	53,583	65,146
Frank Chiu 1377 Special Asst. XVIII	Dept. of Building Inspection	5	84,773	103,043
Sean McNulty 1376 Special Asst. XVII	Dept. of Building Inspection	3	78,770	88,835
William Wong 1376 Special Asst. XVII	Dept. of Building Inspection	3	78,770	88,835

2. Request for salary adjustments for employees assigned supervisory duties:

<i>Library</i>	<i>Class</i>	<i>Employee(s)</i>	<i>B/W Rate</i>	<i>Supervisor's Recommended B/W Rate</i>
Supervisor:	7334 Stationary Engineer	Lou Vallerga	56.4 1436-1740	58.4 1880-1918
Subordinate:	7344 Carpenter	Chris Mattias	59.4 1658-2014	
Supervisor:	1544 Secretary, Library Commission	Richard Walsh	60.7 1765-2145	62.1 1890-2297
Subordinate:	7205 Chief Stationary Engineer	Matthew Smyth	61.1 1800-2188	
<i>Community College</i>	<i>Class</i>	<i>Employee(s)</i>	<i>B/W Rate</i>	<i>Supervisor's Recommended B/W Rate</i>
Supervisors:	1228 Sr. Testing Technician	Shirley Dotson Edward Daly	50.1 1062-1285	50.6 1088-1316
Subordinates:	1227 Testing Technician	Lorna Young Rosa Manley	49.6 1037-1255	
Supervisor:	1936 Sr. Storekeeper	John Shima	51.8 1152-1394	55.8 1394-1690
Subordinate:	7355 Truck Driver (Heavy)	Joseph Grech	---- 1714-1890	

(5D) (Cont.)(File No. 0087-96-3)				
Juvenile Probation	Class	Employee(s)	B/W Rate	Supervisor's Recommended B/W Rate
Supervisor:	8416 Director of Probation Services	Fred Virgilio	65.0 2178-2647	66.0 2287-2779
Subordinate:	8417 Director of Community Services	Cheyenne Bell	65.0 2178-2647	
Public Works	Class	Employee(s)	B/W Rate	Supervisor's Recommended B/W Rate
Supervisor:	7220 Asphalt Finisher Supv. I	Phillip Galli	60.1 1714-2084	61.9 1871-2274
Subordinates:	7328 Operating Engineers	Various Employees	60.9 1782-2166	
Public Utilities	Class	Employee(s)	B/W Rate	Supervisor's Recommended B/W Rate
Supervisor:	1118 Commercial Division Mgr., Water Dept.	Cheryl Davis	70.1 2793-3396	72.1 3080-3744
Subordinates:	5212 Principal Engineer	Jafilam Dela Cruz Willy Tsai	71.1 2933-3566	
Supervisor:	7259 Water and Power Maintenance Supervisor	Rick Fraguero	59.7 1682-2043	61.9 1871-2274
Subordinate:	7238 Operating Engineer	Allan Fulkerson	60.9 1782-2166	

Recommendation: Adopt report. Approve adjustments. Notify departments accordingly.

(5E) Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco (File No. 0091-96-3)

Recommendation: Adopt report. Forward to the Board of Supervisors.

(6) **REGULAR BUSINESS** (Items 6A through 6C) .

- (6A) **Request for reconsideration by International Federation of Professional and Technical Engineers, Local 21, and Automotive Machinists Union Lodge No. 1414 of Civil Service Commission action of January 8, 1996:**

**From the Civil Service Commission Rules Revision Committee:
Recommended new procedure for Civil Service Commission review of
proposed personal services contracts through a "Ratification Agenda"
(File No. 0052-96-5)**

Action of

January 8, 1996: Adopt report. Authorize the use of a "Ratification Agenda" for Commission review of proposed personal services contracts as described in the staff report effective for the Civil Service Commission meeting of February 5, 1996.

Recommendation: Deny requests. Sustain action of January 8, 1996 establishing a "Ratification Agenda" for Civil Service Commission review of proposed personal services contracts.

- (6B) **Appeal of the Human Resources Director's decision to deny protest by the International Federation of Technical and Professional Engineers, Local 21, of the terms of the examination announcement for Chief Surveyor (Class 5216) (File No. 1001-95-4)**

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Local 21.

February 5, 1996: Refer to the Executive Officer to review the issues with the parties and to report back to the Civil Service Commission at its meeting of March 4, 1996 with a recommendation.

Recommendation of the Executive Officer:

Authorize the following Special Condition for one position in Class 5216 Chief Surveyor in the Bureau of Street Use and Mapping, Department of Public Works:

"At least one year of experience in county subdivision mapping required."

(6C) Appeal of the Human Resources Director's decision to deny protest by Mohamed Hosny of the written examination for Supervising Auditor (Class 1686) (File No. 0040-96-4)

February 5, 1996: Postpone to the meeting of March 4, 1996 at the request of Local 21. The Human Resources Director is directed to proceed with the adoption of the eligible list and the certification of eligibles provided that one permanent requisition is to be withheld from the certification pending final resolution of Mr. Hosny's appeal.

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

Part II - 3:00 p.m.

(7) EMPLOYEE SEPARATIONS (Items 7A through 7E)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the employee separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

**DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)**

(7A) Determination of future employability: Robert Alberigi, Police Officer (Class Q-2), San Francisco Police Department (File No. 0716-95-7)

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Mr. Alberigi's attorney.

February 5, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Alberigi's attorney.

Recommendation of the San Francisco Police Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (7B) Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0405-95-7)**

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service. No future employment with the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (7C) Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0405-95-7)**

January 8, 1996: Off calendar at the request of Ms. Gray's attorney pending resolution of grievance.

Recommendation of the San Francisco Police Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's experience outside the City and County service. No future employment with the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (7D) Determination of future employability: entrance probationary termination of Erica L. Jensen, Firefighter (H2), San Francisco Fire Department (File No. 0588-94-7)**

September 19, 1994: Postpone; the San Francisco Fire Department to notify the Executive Officer when ready to proceed.

Recommendation of the San Francisco Fire Department:

Dismiss from the City and County Service. No restrictions on future employment.

TERMINATION OF PROVISIONAL APPOINTMENT
(Future Employability Only)

- (7E) **Appeal of Human Resources Director's action on future employability:
Daniel J. O'Reilly, Truck Driver (Class 7355), Department of Public Works
(File No. 0104-96-7)**

Recommendation of the Department of Public Works:

Future employment subject to the review and approval of the Human Resources Director. Satisfactory completion of two (2) years of work experience outside the City and County Service which must include a clean DMV record during the two-year period. Not to be employed again by the Department of Public Works.

- (8) **COMMISSIONERS' NEW BUSINESS AND REPORTS**

- (8A) **COMMISSIONERS' NEW BUSINESS**

- (8B) **HUMAN RESOURCES DIRECTOR'S REPORT**

(8B.1) Provisional Appointments in the City Work Force

(8B.2) Progress Report on Class Consolidation Project

- (8C) **EXECUTIVE OFFICER'S REPORT**

Publication and Distribution of the 1996 Edition of the Civil Service Commission Rules

- (9) **REQUESTS TO SPEAK**

- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65

MINUTES

Regular Meeting
March 4, 1996

2:30 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

#5
3/4/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:35 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Excused: Commissioner Rios

DOCUMENTS DEPT.

MAR 11 1996

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES

Regular Meeting, February 5, 1996

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, March 4, 1996 at 12 Noon in Room 304A Veterans Building to discuss a personnel matter under the authority of Government Code Section 54957 and to confer with the labor negotiator under the authority of Government Code Section 54957.6. Present were Commissioners Clopton, Kosturos, Munson, and Pon. The Commission consulted with and instructed its labor negotiator on the labor issues. On the personnel matter, the Commission approved a supplemental appropriation request for \$25,000 to conduct an executive search for a Human Resources Director. The Commission also approved a request to the Mayor to consider increasing the salary of the Human Resources Director under Charter Section 8.409.

0588-94-7 Determination of future employability: entrance probationary termination of Erica L. Jensen, Firefighter (H2), San Francisco Fire Department (Item No. 7D)

September 19, 1994: Postpone; the San Francisco Fire Department to notify the Executive Officer when ready to proceed.

Action: Off calendar. Ms. Jensen's request for hearing was withdrawn.

0405-95-7 Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 7B)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

Action: Postpone to the meeting of April 1, 1996 at the request of Local 790.

0647-95-7 Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 7C)

January 8, 1996: Off calendar at the request of Ms. Gray's attorney pending resolution of grievance.

Action: Postpone to the meeting of April 1, 1996 at the request of Local 790.

0716-95-7 Determination of future employability: Robert Alberigi, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7A)

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Mr. Alberigi's attorney.

February 5, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Alberigi's attorney.

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year's work experience outside the City and County service. No future employment with the San Francisco Police Department. (Mr. Alberigi failed to appear).

1001-95-4 Appeal of the Human Resources Director's decision to deny protest by the International Federation of Technical and Professional Engineers, Local 21, of the terms of the examination announcement for Chief Surveyor (Class 5216) (Item No. 6B)

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Local 21.

February 5, 1996: Refer to the Executive Officer to review the issues with the parties and to report back to the Civil Service Commission at its meeting of March 4, 1996 with a recommendation.

1001-95-4 (Item No. 6B) (cont.)

Speakers: None.

Action: Authorize the following Special Condition for one position in Class 5216 Chief Surveyor in the Bureau of Street Use and Mapping, Department of Public Works:

"At least one year of experience in county subdivision mapping required."

0040-96-4 Appeal of the Human Resources Director's decision to deny protest by Mohamed Hosny of the written examination for Supervising Auditor (Class 1686) (Item No. 6C)

February 5, 1996: Postpone to the meeting of March 4, 1996 at the request of Local 21. The Human Resources Director is directed to proceed with the adoption of the eligible list and the certification of eligibles provided that one permanent requisition is to be withheld from the certification pending final resolution of Mr. Hosny's appeal.

Speakers: None

Action: Postpone to the meeting to the meeting of March 18, 1996 at the request of Local 21.

0052-96-5 Request for reconsideration by International Federation of Professional and Technical Engineers, Local 21, and Automotive Machinists Union Lodge No. 1414 of Civil Service Commission action of January 8, 1996: From the Civil Service Commission Rules Revision Committee:

Recommended new procedure for Civil Service Commission review of proposed personal services contracts through a "Ratification Agenda" (Item 6A)

Action of
January 8, 1996: Adopt report. Authorize the use of a "Ratification Agenda" for Commission review of proposed personal services contracts as described in the staff report effective for the Civil Service Commission meeting of February 5, 1996.

Speakers: Pro: None
Con: Linda Jofuku, Local 21
Mike Cook, Auto Machinist, Local 1414

Action: Deny requests. Sustain action of January 8, 1996 establishing a "Ratification Agenda" for Civil Service Commission review of proposed personal services contracts.

0087-96-3 Request to appoint employees at a salary step higher than normal and to adjust the compensation schedules of supervisory employees assigned supervisory duties. (Item No. 5D)

1. Request to appoint employees at a salary step higher than normal:

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Michele Liapes 3541 Curator I	Art Commission	3	26,805	29,579
Catherine Sullivan 1804 MIS Tech.	S.F. Community College District	3	24,482	26,935
Lynne Towle 1822 Admin Analyst	S.F. Community College District	3	41,447	45,623
Venetia Young 1822 Admin. Analyst	S.F. Community College District	3	41,447	45,623
Vincent Guilin 2806 Disease Control Investigator	Public Health	2	37,662	39,489
Lynn Searle 8176 Trial Attorney	District Attorney	5	55,985	68,043
Sandra Schultz 8176 Trial Attorney	District Attorney	5	55,985	68,043
Alan Davison 6242 Plumbing Inspector	Dept. of Building Inspection	5	53,583	65,146
Frank Chiu 1377 Special Asst. XVIII	Dept. of Building Inspection	5	84,773	103,043
Sean McNulty 1376 Special Asst. XVII	Dept. of Building Inspection	3	78,770	88,835
William Wong 1376 Special Asst. XVII	Dept. of Building Inspection	3	78,770	88,835

0087-96-3 (Item No. 5D) (cont.)

2. Request for salary adjustments for employees assigned supervisory duties:

<i>Library</i>	<i>Class</i>	<i>Employee(s)</i>	<i>B/W Rate</i>	<i>Supervisor's Recommended B/W Rate</i>
Supervisor:	7334 Stationary Engineer	Lou Vallergera	56.4 1436-1740	58.4 1880-1918
Subordinate:	7344 Carpenter	Chris Mattias	59.4 1658-2014	
Supervisor:	1544 Secretary, Library Commission	Richard Walsh	60.7 1765-2145	62.1 1890-2297
Subordinate:	7205 Chief Stationary Engineer	Matthew Smyth	61.1 1800-2188	
<i>Community College</i>	<i>Class</i>	<i>Employee(s)</i>	<i>B/W Rate</i>	<i>Supervisor's Recommended B/W Rate</i>
Supervisors:	1228 Sr. Testing Technician	Shirley Dotson Edward Daly	50.1 1062-1285	50.6 1088-1316
Subordinates:	1227 Testing Technician	Lorna Young Rosa Manley	49.6 1037-1255	
Supervisor:	1936 Sr. Storekeeper	John Shima	51.8 1152-1394	55.8 1394-1690
Subordinate:	7355 Truck Driver (Heavy)	Joseph Grech	---- 1714-1890	
<i>Juvenile Probation</i>	<i>Class</i>	<i>Employee(s)</i>	<i>B/W Rate</i>	<i>Supervisor's Recommended B/W Rate</i>
Supervisor:	8416 Director of Probation Services	Fred Virgilio	65.0 2178-2647	66.0 2287-2779
Subordinate:	8417 Director of Community Services	Cheyenne Bell	65.0 2178-2647	

0087-96-3 (Item No. 5D) (cont.)				
<i>Public Works</i>	<i>Class</i>	<i>Employee(s)</i>	<i>B/W Rate</i>	<i>Supervisor's Recommended B/W Rate</i>
Supervisor:	7220 Asphalt Finisher Supv. I	Phillip Galli	60.1 1714-2084	61.9 1871-2274
Subordinates:	7328 Operating Engineers	Various Employees	60.9 1782-2166	
<i>Public Utilities</i>	<i>Class</i>	<i>Employee(s)</i>	<i>B/W Rate</i>	<i>Supervisor's Recommended B/W Rate</i>
Supervisor:	1118 Commercial Division Mgr., Water Dept.	Cheryl Davis	70.1 2793-3396	72.1 3080-3744
Subordinates:	5212 Principal Engineer	Jafilam Dela Cruz Willy Tsai	71.1 2933-3566	
Supervisor:	7259 Water and Power Maintenance Supervisor	Rick Fraguero	59.7 1682-2043	61.9 1871-2274
Subordinate:	7238 Operating Engineer	Allan Fulkerson	60.9 1782-2166	

Speakers: None.

Action: Adopt report. Approve adjustments. Notify departments accordingly.

0091-96-3 Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco (Item No. 5E)

Action: Adopt the Department of Human Resources Report as amended to provide that the highest prevailing wage rate for a public off-street parking lot or garage shall include the rates reflected in Section 12 of the Teamsters Local No. 665 Garage and Parking lot agreement attached to the report including regular journeylevel rates, State lot rates, and valet rates as provided. Forward to the Board of Supervisors.

0099-96-8 Review of requests for approval of proposed personal services contracts (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2040-95/96	Mayor's Office of Children, Youth and Family	\$230,000	Planning and implementation of Beacon Center in the Visitation Valley community which are open year-round, after school, evening, weekends, and summer.	Continuing	8/31/96
2041-95/96	Mayor's Office of Children, Youth and Family	\$15,000	Will operate Beacon Center in the Mission community which opens year-round, after school, evening, weekends, and summer.	Continuing	8/31/96
2042-95/96	Public Transportation	\$495,000	Provide Substance Abuse Professional services that conform to federal drug testing requirements contained in 49 CFR Parts 40, 653, 654 (DOT regulations).	Continuing	2/28/99
4115-95/96	Police Commission	\$54,000	Software Management for growth of criminal justice computer system at Hall of Justice and One Market Street Plaza. Create interface between interim CAD and existing CAD and CABLE systems.	Regular	6/30/96
4116-95/96	Public Utilities Commission (Hetch Hetchy & Bureaus)	\$83,600	Install computerized maintenance system in remote offices located in the watersheds of the SFWD Supply Division.	Regular	12/31/96
4117-95/96	Public Utilities Commission (Water)	\$70,000	Clean-up of unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, and road ways, and trails; conversion fire breaks to fuel breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	6/30/96
4118-95/96	Public Utilities Commission (Water)	\$60,000	Clean-up of unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, and road ways, and trails; conversion fire breaks to fuel breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	6/30/96

0099-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4119-95/96	Public Works	\$976,858	Provide extended warranty to repair/replace hardware and periodic upgraded software for proprietary wastewater treatment plants' equipment.	Regular	6/30/00
4120-95/96	Public Works	\$3,000,000	Professional architectural and engineering services on as as-needed basis to supplement the work of the Department of Public Works to meet peak schedule demands and specialized needs not available from in-house City staff.	Regular	4/30/99
4121-95/96	Public Works	\$1,750,000	Provide as-needed special inspection and testing services related to construction and renovation projects for the City.	Regular	4/30/99
4122-95/96	Social Services	\$500,000	Finding adoptive parents and screening homes for adopted children.	Regular	4/30/98
4123-95/96	Public Transportation	\$2,000,000	Provide overall project management and engineering services to conduct the Bayshore Light Rail Project Development and Draft Environmental Impact Statement/Report (DEIS/DEIR) preparation.	Regular	12/31/97
4040-95/96	Public Works	Resubmission to increase amount from \$600,000 to \$800,000	Provide as-needed geotechnical engineering services including investigations and reports for new and existing building/bridge foundations and recommendations for designing retaining wall systems, embankments and improved ground.	Regular	1/1/98

Speakers: Comment only: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

- 0100-96-5 Proposed amendment to Civil Service Commission Rule 14 (1996 Edition) - Appointments, Article VII - Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I, by amending Section 14.45 - No Reversion Rights, and adding new Section 14.46 - Reappointment of Separated Employees (Item No. 5A)**

Speakers: None.

Action: Post for adoption. Circulate for meet and confer with the affected employee organization. Notify the Sheriff.

- 0101-96-50 Proposed amendment to the Civil Service Commission Rules (1996 Edition) by adding Section 13.2.3 - Expansion of Certification Rules, to Civil Service Commission Rule 13 - Certification of Eligibles, Article II - Certification Rules (Item No. 5B)**

Speakers: None.

Action: Post for adoption. Circulate for meet and confer with the affected employee organizations. Notify departments.

- 0102-96-1 Request from the Executive Officer, Civil Service Commission, to temporarily exempt from the civil service provisions of the Charter one position in Class 1282 Principal Employee Relations Representative, Civil Service Commission (Item No. 5C)**

Speakers: None.

Action: Approve request. Authorize the temporary exemption of a position in Class 1282 Principal Employee Relations Representative, Civil Service Commission, for the period April 1, 1996 through June 30, 1998.

- 0104-96-7 Appeal of Human Resources Director's action on future employability: Daniel J. O'Reilly, Truck Driver (Class 7355), Department of Public Works (Item No. 7E)**

Action: Postpone to the meeting of April 1, 1996 at Mr. O'Reilly's request.

COMMISSIONERS' NEW BUSINESS (Item No. 8A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 8B)

Provisional Appointments in the City Work Force (Item No. 8B.1)
Progress Report on Class Consolidation Project (Item No. 8B.2)

Action: Reports received; file.

EXECUTIVE OFFICER'S REPORT (Item No. 8C)

Publication and Distribution of the 1996 Edition of the Civil Service Commission Rules

Action: Report received; file.

REQUESTS TO SPEAK

None

ADJOURNMENT

3:22 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65

#4

3/18/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

A G E N D A

Regular Meeting
of
March 18, 1996

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. RATIFICATION AGENDA
5. CONSENT AGENDA
6. REGULAR BUSINESS

Part II - 2:30 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS' NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

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Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curbside parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
March 18, 1996**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting, March 4, 1996

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, March 18, 1996

C. Other announcements

(4) RATIFICATION AGENDA (Item 4)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are posted on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(4) Review of requests for approval of proposed personal services contracts
(File No. 0134-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2043-95/96	Public Health	\$3,682,249	Will provide residential home care, hospice care, complementary/alternative therapies, respite care, vision enhancement services, crisis hotline, nutrition counseling and clinical trials and advocacy.	Continuing	6/30/99

0134-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2044-95/96	Public Health	\$2,713,351	Will provide primary medical care including dementia and dental care to residents of SF with HIV disease.	Continuing	6/30/99
2045-95/96	Public Health	\$1,408,787	Will provide meals services including meals for continuum clients, delivered meals, emergency food boxes, food bank and food solicitation.	Continuing	6/30/99
2046-95/96	Public Health	\$5,392,531	Will provide case management, advocacy, psychosocial support, eligibility and housing subsidies services to residents of SF affected by HIV.	Continuing	6/30/99
2047-95/96	Public Health	\$7,292,755	Will provide a wide range of mental health and substance abuse services to residents of SF who are affected by HIV.	Continuing	6/30/99
4124-95/96	Electricity	\$100,000	Will audit the City's past telecommunications billings and invoices to determine overcharges, inappropriate tariff charges, rate changes, and application of State Public Utilities Commission orders and rulings.	Regular	6/30/98
4125-95/96	Public Transportation	\$260,000	Remanufacture armatures for use in rebuilding traction motors for Trolley Coach and Light Rail Vehicles to be performed on an as-needed basis using purchase orders over a two-year period.	Regular	2/28/98
348-93/94	Board of Supervisors	Increase of \$15,000 (total \$310,000)	Assist community organization to produce public access programming onto assigned cable television channel.	Continuing	6/30/99
018R-94/95	Airports Commission	Increase of \$80,000 (total \$155,000)	Provides SFO hotline to Airport passengers and employees with comprehensive ground transportation information on an ongoing basis.	Regular	3/31/99
4000-95/96	Airports Commission	Increase of \$1,225,000 (total \$2,075,000)	Perform traffic studies for new Master Plan development in the terminal complex and along several Airport roadways.	Regular	12/31/00
041C-94/95	Public Health	Increase of \$1,244,500 (total \$1,962,203)	Provide broad-based management training and focused technical assistance to improve the management, planning and resource development capabilities of a variety of nonprofit organizations delivering HIV-related services.	Continuing	6/30/99

0134-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
070C-94/95	Public Health	Increase of \$3,431,310 (total \$6,364,401)	Will maintain a pilot program to decentralize the AIDS Drug Program (ADP) by subcontracting with neighborhood pharmacies and drug wholesalers to provide ADP approved drugs to persons with AIDS in San Francisco.	Continuing	6/30/99

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(5) **CONSENT AGENDA** (Items 5A through 5D)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) **Proposed amendment to Civil Service Commission Rule 14 (1996 Edition) - Appointments, Article VII - Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I, by amending Section 14.45 - No Reversion Rights, and adding new Section 14.46 - Reappointment of Separated Employees (File No. 0100-96-5)**

March 4, 1996: Post for adoption. Circulate for meet and confer with the affected employee organization. Notify the Sheriff

Recommendation: Adopt.

(5B) **Proposed amendment to the Civil Service Commission Rules (1996 Edition) by adding Section 13.2.3 - Expansion of Certification Rules, to Civil Service Commission Rule 13 - Certification of Eligibles, Article II - Certification Rules (File No. 0101-96-5)**

March 4, 1996: Post for adoption. Circulate for meet and confer with the affected employee organizations. Notify departments.

Recommendation: As meet and confer has been completed only with Local 21, adopt proposed Rules change as amended to be applicable only to Local 21 - International Federal of Professional and Technical Engineers. Continue posting until meet and confer with the employee organizations is completed.

- (5C) Certification of salary and benefits of all elected officials for Fiscal Year 1996-97 in accordance with Charter Section 8.409 - Rights and Obligations of employees and employer concerning collective bargaining and impartial arbitration of employment disputes. (File No. 0133-96-1)**

Recommendation: Adopt report. Certify the salary and benefits proposed on March 4, 1996, as detailed in the staff report; Forward to the Mayor's Office for inclusion in the Fiscal Year 1996-97 budget being transmitted to the Board of Supervisors on June 1, 1996.

- (5D) Appeal of the Human Resources Director's decision to deny protest by Mary Magocsy of results of oral examination for Emergency Medical Services Agency Specialist (Class 2533) (File No. 0926-95-4)**

Recommendation: Postpone to the meeting of April 1, 1996 at the request of Ms. Magocsy.

(6) REGULAR BUSINESS (Items 6A through 6B)

- (6A) Appeal of the Human Resources Director's decision to deny protest by Mohamed Hosny of the written examination for Supervising Auditor (Class 1686) (File No. 0040-96-4)**

February 5, 1996: Postpone to the meeting of March 4, 1996 at the request of Local 21. The Human Resources Director is directed to proceed with the adoption of the eligible list and the certification of eligibles provided that one permanent requisition is to be withheld from the certification pending final resolution of Mr. Hosny's appeal.

March 4, 1996: Postpone to the meeting of March 18, 1996 at the request of Local 21.

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

- (6B) Appeal of background rejection for Police Officer (Class Q-2) by Stephen Fitzhenry (File No. 0489-95-4)**

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Executive Officer.

August 21, 1995: Off calendar by Commission action. Refer to the Executive officer for disposition.

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Mr. Fitzhenry's attorney.

February 5, 1996: Postpone to the meeting of March 18, 1996 at the request of Mr. Fitzhenry's attorney.

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

Part II - 2:30 p.m.

(7) EMPLOYEE SEPARATIONS

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the employee separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

Determination of future employability: entrance probationary termination of Nancy Chin, Account Clerk (Class 1630) Airports Commission (File No. 212-95-7)

April 17, 1995: Off calendar at the request of the Department of Human Resources.

Recommendation of the Airports Commission:

Approve separation. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Airports Commission

(8) COMMISSIONERS' NEW BUSINESS AND REPORTS

(9) REQUESTS TO SPEAK

(10) ADJOURNMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

SF
C65
#5
3/18/96

MINUTES

Regular Meeting
March 18, 1996

2:30 P.M.
Veterans Building
401 Van Ness Avenue, Rm. 428

TIME CONVENED

2:00 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Pon
Excused: Commissioner Munson
Commissioner Rios

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MINUTES

Regular Meeting, March 4, 1996

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, March 18, 1996 at 1:00 p.m. in Room 304A Veterans Building to discuss a personnel matter under the authority of Government Code Section 54957) and to confer with the City Attorney on one matter of anticipated litigation under the authority of Government Code Section 54954.5(b). Present were Commissioners Clopton, Pon, Kosturos, and Munson. No action was taken.

212-95-7 Determination of future employability: entrance probationary termination of Nancy Chin, Account Clerk (Class 1630) Airports Commission (Item No. 7)

April 17, 1995: Off calendar at the request of the Department of Human Resources.

Speakers: None.

Action: Postpone to the meeting of April 15, 1996 at the request of the Airports Commission.

0489-95-4 Appeal of background rejection for Police Officer (Class Q-2) by Stephen Fitzhenry (Item 6B)

August 7, 1995: Over to the meeting of August 21, 1995 at the request of the Executive Officer.

August 21, 1995: Off calendar by Commission action. Refer to the Executive officer for disposition.

January 8, 1996: Over to the meeting of February 5, 1996 at the request of Mr. Fitzhenry's attorney.

February 5, 1996: Postpone to the meeting of March 18, 1996 at the request of Mr. Fitzhenry's attorney.

Speakers: Pro: Inspector Anna Brown, S.F. Police Department
Robyn Lipsky, City Attorney
Con: Richard Green, Attorney

Action: Deny appeal. Sustain the decision of the Chief of Police.

0926-95-4 Appeal of the Human Resources Director's decision to deny protest by Mary Magocsy of results of oral examination for Emergency Medical Services Agency Specialist (Class 2533) (Item No. 5D)

Speakers: None.

Action: Postpone to the meeting of April 1, 1996 at the request of Ms. Magocsy.

0040-96-4 Appeal of the Human Resources Director's decision to deny protest by Mohammed Hosny of the written examination for Supervising Auditor (Class 1686) (Item No. 6A)

February 5, 1996: Postpone to the meeting of March 4, 1996 at the request of Local 21. The Human Resources Director is directed to proceed with the adoption of the eligible list and the certification of eligibles provided that one permanent requisition is to be withheld from the certification pending final resolution of Mr. Hosny's appeal.

March 4, 1996: Postpone to the meeting of March 18, 1996 at the request of Local 21.

Speakers: Pro: Kathy Mallegni, Controller
Con: Vitus Leong, Local 21
Mohammed Hosny

Action: Postpone to the meeting of April 1, 1996 due to split vote. The Controller and the appellant to meet to review the appeal procedures.

0100-96-5 Proposed amendment to Civil Service Commission Rule 14 (1996 Edition) - Appointments, Article VII - Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I, by amending Section 14.45 - No Reversion Rights, and adding new Section 14.46 - Reappointment of Separated Employees (Item No. 5A)

March 4, 1996: Post for adoption. Circulate for meet and confer with the affected employee organization. Notify the Sheriff.

Speakers: None.

Action: Adopt.

0101-96-5 Proposed amendment to the Civil Service Commission Rules (1996 Edition) by adding Section 13.2.3 - Expansion of Certification Rules, to Civil Service Commission Rule 13 - Certification of Eligibles, Article II - Certification Rules (Item No. 5B)

March 4, 1996: Post for adoption. Circulate for meet and confer with the affected employee organizations. Notify departments.

Speakers: None.

Action: As meet and confer has been completed only with Local 21, adopt proposed Rules change as amended to be applicable only to Local 21 - International Federal of Professional and Technical Engineers. Continue posting until meet and confer with other employee organizations is completed.

0133-96-1 Certification of salary and benefits of all elected officials for Fiscal Year 1996-97 in accordance with Charter Section 8.409 - Rights and Obligations of employees and employer concerning collective bargaining and impartial arbitration of employment disputes. (Item No. 5C)

Speakers: None.

Action: Adopt staff report and addendum report. Certify the salary and benefits proposed on March 4, 1996, as detailed in the staff report; Forward to the Mayor's Office for inclusion in the Fiscal Year 1996-97 budget being transmitted to the Board of Supervisors on June 1, 1996.

**0134-96-8 Review of requests for approval of proposed personal services contracts
(Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2043-95/96	Public Health	\$3,682,249	Will provide residential home care, hospice care, complementary/alternative therapies, respite care, vision enhancement services, crisis hotline, nutrition counseling and clinical trials and advocacy.	Continuing	6/30/99
2044-95/96	Public Health	\$2,713,351	Will provide primary medical care including dementia and dental care to residents of SF with HIV disease.	Continuing	6/30/99
2045-95/96	Public Health	\$1,408,787	Will provide meals services including meals for continuum clients, delivered meals, emergency food boxes, food bank and food solicitation.	Continuing	6/30/99
2046-95/96	Public Health	\$5,392,531	Will provide case management, advocacy, psychosocial support, eligibility and housing subsidies services to residents of SF affected by HIV.	Continuing	6/30/99
2047-95/96	Public Health	\$7,292,755	Will provide a wide range of mental health and substance abuse services to residents of SF who are affected by HIV.	Continuing	6/30/99
4124-95/96	Electricity	\$100,000	Will audit the City's past telecommunications billings and invoices to determine overcharges, inappropriate tariff charges, rate changes, and application of State Public Utilities Commission orders and rulings.	Regular	6/30/98
4125-95/96	Public Transportation	\$260,000	Remanufacture armatures for use in rebuilding traction motors for Trolley Coach and Light Rail Vehicles to be performed on an as-needed basis using purchase orders over a two-year period.	Regular	2/28/98
348-93/94	Board of Supervisors	Increase of \$15,000 (total \$310,000)	Assist community organization to produce public access programming onto assigned cable television channel.	Continuing	6/30/99
018R-94/95	Airports Commission	Increase of \$80,000 (total \$155,000)	Provides SFO hotline to Airport passengers and employees with comprehensive ground transportation information on an ongoing basis.	Regular	3/31/99

0134-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-95/96	Airports Commission	Increase of \$1,225,000 (total \$2,075,000)	Perform traffic studies for new Master Plan development in the terminal complex and along several Airport roadways.	Regular	12/31/00
041C-94/95	Public Health	Increase of \$1,244,500 (total \$1,962,203)	Provide broad-based management training and focused technical assistance to improve the management, planning and resource development capabilities of a variety of nonprofit organizations delivering HIV-related services.	Continuing	6/30/99
070C-94/95	Public Health	Increase of \$3,431,310 (total \$6,364,401)	Will maintain a pilot program to decentralize the AIDS Drug Program (ADP) by subcontracting with neighborhood pharmacies and drug wholesalers to provide ADP approved drugs to persons with AIDS in San Francisco.	Continuing	6/30/99

Speakers: PSC# 4000-95/96: Pro: Gabe Karol, Airport
Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

COMMISSIONERS' NEW BUSINESS AND REPORTS (Item No. 8)

None

REQUESTS TO SPEAK (Item No. 9)

None

ADJOURNMENT (Item No.10)

2:56 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

A G E N D A

Regular Meeting
of
April 1, 1996

2:00 p.m.

Room 428,
Veterans Building, 401 Van Ness Avenue

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER AND COMMISSION ROLL CALL
2. MINUTES
3. ANNOUNCEMENTS
4. RATIFICATION AGENDA
5. CONSENT AGENDA
6. REGULAR BUSINESS

Part II - 3:00 p.m.

7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS' NEW BUSINESS AND REPORTS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

SF
265
4
4/1/96



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
April 1, 1996**

PART I - 2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND COMMISSION ROLL CALL

(2) MINUTES

Regular Meeting, March 18, 1996

(3) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, April 1, 1996

C. Other announcements

(4) RATIFICATION AGENDA (Item 4)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(4) Review of requests for approval of proposed personal services contracts
(File No. 0159-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-96/97	Controller	\$20,000	Data entry keying to meet payroll deadlines during peak periods.	Annual	6/30/97
1001-96/97	Controller	\$80,000	Provide technical writing services in support of ISD security policies and procedures, in development of disaster recovery plan and procedures, and in production of administrative publications and training guides.	Annual	6/30/97

0159-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1002-96/97	Controller	\$119,232	Provide business and systems analysis of the new Benefit Payment (BP) System for the Retirement System.	Annual	6/30/97
1003-96/97	Controller	\$86,400	Provide technical writing to develop complete project documentation in support of the Employees' Retirement System.	Annual	6/30/97
1004-96/97	Public Health	\$360,000	Provide as-needed, pharmacists and technicians for use during unusually high patient activity or low staffing to backup Civil Service employees during scheduled and unscheduled staff absences.	Annual	6/30/97
1005-96/97	Public Health	\$2,279,254	Prevention services - prevention and risk reduction education, health education, prevention case management and community level interventions.	Annual	6/30/97
1006-96/97	Public Health	\$375,000	Provide as-needed, on-call professional nurses to back-up Civil Service employees during scheduled and unscheduled staff absences.	Annual	9/30/97
1007-96/97	Public Health	\$25,000	Provide as-needed, on-call professional licensed physical and occupational therapists, speech pathologists and physical therapy assistants with on-call availability, 7 days-a-week, 8:00 a.m. to 4:30 p.m.	Annual	8/31/97
1008-96/97	Public Health	\$30,000	Provide as-needed, on-call professional certified radiology technologists with on-call availability, 7 days-a-week, 8:00 a.m. to 4:30 p.m.	Annual	6/30/97
1009-96/97	Public Health	\$12,805	Provide a range of restorative dental services for inmates of the City and County of SF jail system, on an as-needed basis.	Annual	6/30/97
1010-96/97	Public Health	\$18,540	Provide podiatry services for inmates of the City and County of SF jail system on an as-needed basis.	Annual	6/30/97
1011-96/97	Public Health	\$4,802	Provide computer-assisted electrocardiograph interpretations for the health care facilities of the City and County of SF jail system.	Annual	6/30/97

0159-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1012-96/97	Public Health	\$1,625,728	Provide psychosocial support services to diverse populations in SF affected by HIV/AIDS.	Annual	6/30/97
1013-96/97	Public Health	\$143,732	Provide on-site portable radiology services for inmates of the City and County of SF jail system on a routine scheduled basis, on an emergency basis, as required, and during non-business hours, as required.	Annual	6/30/97
1014-96/97	Public Health	\$28,380	Provide financial services to low income symptomatic HIV - positive residents of SF.	Annual	6/30/97
1015-96/97	Public Works	\$3,000	Affirmative action recruiting of minority and women engineering students as part of the Bureau of Engineering's Outreach (BEO) Program.	Annual	6/30/97
1016-96/97	Public Health	\$7,000	Provide workplace environment and mentorship to "disadvantaged" students to foster engineering as a career alternative.	Annual	6/30/97
1017-96/97	Public Works	\$40,000	Provide analyses of legislation and regulations proposed by various State regulatory, resource management and policy organizations affecting the City's Clean Water Program.	Annual	6/30/97
1018-96/97	Public Works	\$75,000	Eliminate priority pollutants from industrial and commercial stormwater sources entering the City's sewerage system as directed by the City's Elimination System (NPDES) permit issued by the U.S. EPA.	Annual	6/30/97
1019-96/97	Public Works	\$10,000	Implement a program to reduce the amount of mercury discharged from hospitals, dental facilities and other significant commercial sources as required by the City's National Pollutant Discharge Elimination System (NPDES) permit issued by the U.S. EPA.	Annual	7/30/97
1020-96/97	Public Works	\$140,000	Identify and develop a pollution prevention plan targeted at the pollutants.	Annual	6/30/97

0159-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1021-96/97	Public Works	\$45,000	Coordinate with seven (7) Bay Area Counties to inform the public about the origination and causes of urban stormwater pollution and the effects on the receiving waters as required by the City NPDES permit issued by the U.S. EPA.	Annual	6/30/97
1022-96/97	Recreation and Parks Commission	\$250,000	Will convert moveable stands to football/baseball configuration about six (6) times a year.	Annual	6/30/97
1023-96/97	Controller	\$60,000	Computer Programming - provide various networking services in Channel Extenders and their switching system support and maintenance.	Annual	6/30/97
1024-96/97	Controller	\$105,600	Computer programming - design, code, test, implement, and document IDMS/ADSO and batch COBOL programs for the District Attorney/Family Support Bureau's Computer Assisted Support Enforcement System (CASES).	Annual	6/30/97
1025-96/97	Controller	\$100,000	Provide expert consultant and technical analysis services to determine the integration, interface and implement a system for field incident reporting (Police Reports).	Annual	6/30/97
1026-96/97	Controller	\$390,000	Provide expert consultant and technical programming services for the Court Management System Project.	Annual	6/30/97
1027-96/97	Controller	\$105,600	Computer programming - design, code, test, implement, and document IDMS/ADSO and batch COBOL programs for the District Attorney/Family Support Bureau's Computer Assisted Support Enforcement System (CASES).	Annual	6/30/97
1028-96/97	Controller	\$110,000	Computer Programming - assist with the elimination of the backlog of product support services requests.	Annual	6/30/97

0159-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1029-96/97	Controller	\$96,000	Business and systems analysis, design, programming, and implementation of major database enhancements and program changes to the existing Retirement System.	Annual	6/30/97
1030-96/97	Controller	\$65,000	Provide highly specialized advanced training in personal computer and network programs for ISD staff and city departments.	Annual	6/30/97
1031-96/97	Controller	\$111,360	Business and systems analysis, design, programming, and implementation of major database enhancements and program changes to the existing Retirement System.	Annual	6/30/97
1032-96/97	Controller	\$9,700	Computer programming - provide expert professional consulting and systems development services.	Annual	6/30/97
1033-96/97	Controller	\$144,000	Provides business and systems analysis of the new Benefit Payment (BP) System for the Retirement System.	Annual	6/30/97
1034-96/97	Controller	\$48,000	Business and systems analysis, design, programming, and implementation of major database enhancements and program changes to the existing Retirement System.	Annual	6/30/97
1035-96/97	Controller	\$250,000	Provide system software support and special technical support services.	Annual	6/30/97
1036-96/97	Controller	\$110,000	Will assist with the elimination of the backlog of production support service requests (SRs) and will assist with the new development of PC-based applications in support of the Tax Collector.	Annual	6/30/97
1037-96/97	Controller	\$65,370	Provide expert professional technical writing services in the preparation of payroll manuals, procedures and bulletins.	Annual	6/30/97

0159-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2048-95/96	Public Health	\$471,709	Provide residential and day treatment program for adolescents which include family-focused services, medication services and non-public school services through early intervention programs, consultation with other child serving agencies.	Continuing	6/30/00
2049-95/96	Public Health	\$1,173,120	Provide prescribed medications through a network of community-based pharmacies to DMS patients when the prescribing physician is an employee, contractor, or subcontractor of DMS.	Continuing	6/30/98
2050-95/96	Public Health	\$113,893	Provide necessary administrative support to assist the volunteer Board members in carrying out their general responsibilities.	Continuing	6/30/00
2051-95/96	Public Health	\$100,000	Will recruit, train, place and support pro-bono psychiatrists to provide direct client care to homeless and formerly homeless people with psychiatric disabilities, and work with existing agencies to provide training and support to staff.	Continuing	6/30/97
2052-95/96	Public Health	\$160,720	Provide twenty-four (24) hour supportive housing to clients with AIDS/ARC related dementia who are homeless or at risk of being homeless.	Continuing	6/30/00
2053-95/96	Public Health	\$825,000	Fiscal agent for implementing clinical and administrative managed care functions within the Division of Mental Health.	Continuing	6/30/99
2054-95/96	Social Services	\$100,000	Prove intensive and supportive reunification services to children who are in out-of-home care with their extended families or in foster care via a coordination of foster-home based, family based and community based services.	Continuing	6/30/97
4126-95/96	Airports Commission	\$1,150,000	Perform geotechnical services for three major Airport projects; Public Parking Structures and Bart Station, Rent-A-Car terminal; and BART/ALRA Combined Structures.	Regular	12/31/99

0159-96-8 (Item 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-95/96	District Attorney	\$156,000	Provide consultation regarding the SACSS system for conversion from CASES to SACSS; coordinate distribution of material to all user counties.	Regular	6/30/97
4128-95/96	Public Health	\$4,000,000	Provide mental health managed care for psychiatric inpatient hospital services to Medi-Cal beneficiaries.	Regular	6/30/00
4129-95/96	Social Services	\$600,000	Provide independent living skills, vocational support, tutoring, computer classes and mentoring.	Regular	6/30/98
050R-94/95	Airports Commission	Increase amount \$200,000 (new amount \$400,000)	Provide design management and construction management assistance to Airport Project Management on as as-needed basis for various building renovations related to the Airport's Master Plan.	Regular	6/30/97
052R-94/95	Airports Commission	Increase amount \$928,000 (new amount \$2,008,000)	Provide construction management services on an as-needed basis for the Master Plan project.	Regular	12/31/00
061R-94/95	Airports Commission	Increase amount \$500,000 (new amount \$1,00,000)	Provide construction management service on an as-needed basis for the Master Plan projects.	Regular	12/31/00
122-91/92	Public Health	Increase amount \$68,080 (new amount \$208,080)	Provide highly specialized cost and reimbursement financial consultation to optimize SFGH's revenues and Medicare and Medi-Cal reimbursements within the prescribed regulations and instructions.	Regular	6/30/96
188C-94/95	Public Health	Increase amount \$113,780 (new amount \$245,881)	Provide logistical and technical support to the HIV Prevention Planning Council in order to establish a standardized list of variables to be used to evaluate HIV prevention strategies.	Continuing	12/31/98

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(5) CONSENT AGENDA (Items 5A through 5E)

All matters listed on the Consent Agenda are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5A) Quarterly monitoring report by the Department of Human Resources on Expanded Certification Rules (File No. 0651-95-1)

Recommendation: Adopt report; file.

(5B) Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0405-95-7)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

March 3, 1996: Postpone to the meeting of April 1, 1996 at the request of Local 790.

Recommendation: Postpone to the meeting of May 6, 1996 at the request of Local 790.

(5C) Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0647-95-7)

January 8, 1996: Off calendar at the request of Ms. Gray's attorney pending resolution of grievance.

March 4, 1996: Postpone to the meeting of April 1, 1996 at the request of Local 790.

Recommendation: Postpone to the meeting of May 6, 1996 at the request of Local 790.

(5D) Request to appoint employees at a salary step higher than normal and to adjust the compensation schedules of supervisory employees assigned supervisory duties. (File No. 0157-96-3)**1. Request to appoint employees at a salary step higher than normal:**

Employee and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Linda Bailey 1366 Special Asst. VII	Board of Supervisors	4	\$38,028	\$43,900

2. Request for salary adjustments for employees assigned supervisory duties:

Library	Class	Employee(s)	B/W Rate	Supervisor's Recommended B/W Rate
Supervisor:	7283 Track Maint. Superintendent	Robert Ramirez	61.2 \$1809-2199	71.9 \$3047-3703
Subordinate:	7110 Mobile Equip. Asst. Sup.	Ken Buttori	61.9 \$1871-2274	
Juvenile Probation	Class	Employee(s)	B/W Rate	Supervisor's Recommended B/W Rate
Supervisors:	8322 Sr. Counselor* *Employees in Class 8322 Sr. Counselor will receive supervisory differential adjustments only while supervising employees in Class 8318 Counselor II	Various Employees	57.0 \$1477-1791	58.0 \$1558-1890
Subordinates:	8318 Counselor II	Various Employees	57.1 \$1484-1800	

Recommendation: Adopt report. Approve adjustments. Notify departments accordingly.

(5E) Proposed amendment to the Civil Service Commission Rules (1996 Edition) by adding Section 13.2.3 - Expansion of Certification Rules, to Civil Service Commission Rule 13 - Certification of Eligibles, Article II - Certification Rules (File No. 0101-96-5)

March 4, 1996: Post for adoption. Circulate for meet and confer with the affected employee organizations. Notify departments.

March 18, 1996: As meet and confer has been completed only with Local 21, adopt proposed Rules change as amended to be applicable only to Local 21 - International Federal of Professional and Technical Engineers. Continue posting until meet and confer with other employee organizations is completed.

Recommendation: Adopt Rules change as amended to be applicable to classes represented by SEIU - Locals 250, 535, and 790.

(6) REGULAR BUSINESS (Items 6A and 6B)

(6A) Appeal of the Human Resources Director's decision to deny protest by Mohammed Hosny of the written examination for Supervising Auditor (Class 1686) (File No. 0935-96-4)

February 5, 1996: Postpone to the meeting of March 4, 1996 at the request of Local 21. The Human Resources Director is directed to proceed with the adoption of the eligible list and the certification of eligibles provided that one permanent requisition is to be withheld from the certification pending final resolution of Mr. Hosny's appeal.

March 4, 1996: Postpone to the meeting of March 18, 1996 at the request of Local 21.

March 18, 1996: Postpone to the meeting of April 1, 1996 due to split vote. The Controller and the appellant to meet to review the appeal procedures.

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

(6B) Appeal of the Human Resources Director's decision to deny protest by Mary Magocsy of results of oral examination for Emergency Medical Services Agency Specialist (Class 2533) (File No. 0926-95-4)

March 18, 1996: Postpone to the meeting of April 1, 1996 at the request of Ms. Magocsy.

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

Part II - 3:00 p.m.**(7) EMPLOYEE SEPARATIONS (Items 7A and 7B)**

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the employee separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

**TERMINATION OF PROVISIONAL APPOINTMENT
(Future Employability Only)****(7A) Appeal of Human Resources Director's action on future employability:
Daniel J. O'Reilly, Truck Driver (Class 7355), Department of Public Works
(File No. 0104-96-7)**

March 4, 1996: Postpone to the meeting of April 1, 1996 at the request of Mr. O'Reilly.

Recommendation of the Department of Public Works

Future employment subject to the review and approval of the Human Resources Director. Satisfactory completion of two (2) years of work experience outside the City and County Service which must include a clean DMV record during the two-year period. Not to be employed again by the Department of Public Works.

**DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)****(7B) Determination of future employability: Duff Rodgers, Transit Operator
(Class 9163) Public Transportation Department. (File No. 0158-96-7)**

Recommendation of the Public Transportation Department:

No future employment with the Public Transportation Department.

(8) COMMISSIONERS' NEW BUSINESS AND REPORTS**(8A) COMMISSIONERS' NEW BUSINESS****(8B) HUMAN RESOURCES DIRECTOR'S REPORT**

(8B.1) Transition of Court Classes to City Classes

(8B.2) Report on Status of Eligible List Extensions and Cancellations

(8B.3) Provisional Appointments in the City Work Force

(8B.4) Progress Report on Class Consolidation Project

(9) REQUESTS TO SPEAK**(10) ADJOURNMENT**





CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
April 1, 1996

2:00 p.m.

Veterans Building
401 Van Ness Avenue, Room 428

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

TIME CONVENED

2:00 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Rios
Excused: Commissioner Munson
Commissioner Pon

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Commissioner Clopton presided.

MINUTES

Regular Meeting, March 18, 1996

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission Special Meeting in Executive Session (closed session) on Monday, April 1, 1996 was canceled. No session held.

0405-95-7 **Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 5B)**

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

March 3, 1996: Postpone to the meeting of April 1, 1996 at the request of Local 790.

Speakers: None

Action: Postpone to the meeting of May 6, 1996 at the request of Local 790.

0647-95-7 Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 5C)

January 8, 1996: Off calendar at the request of Ms. Gray's attorney pending resolution of grievance.

March 4, 1996: Off calendar at the request of Local 790.

Speakers: None

Action: Postpone to the meeting of May 6, 1996 at the request of Local 790.

0651-95-1 Quarterly monitoring report by the Department of Human Resources on Expanded Certification Rules (Item No. 5A)

Speakers: None

Action: Report received; file.

0926-95-4 Appeal of the Human resources Director's decision to deny protest by Mary Magocsy of results of oral examination for Emergency Medical Services Agency Specialist (Class 2533) (Item No. 6B)

March 18, 1996: Postpone to the meeting of April 1, 1996 at the request of Ms. Magocsy.

Speakers: Steve Pacarar, Public Health
Abby Gant, Public Health
Mary Magocsy

Action: After considering the facts in the matter as contained in the written report prepared by the Department of Public Health and those documents submitted by Ms. Magocsy; Ms. Magocsy's satisfactory performance and good work record as a provisional employee in this class; and the fact that Ms. Magocsy possesses all credentials and has an abundance of experience for this position, the Civil Service Commission awarded Ms. Magocsy the minimum passing score in accordance with Civil Service Commission Rule 11.5.3. This action was taken with the concurrence and endorsement of the Department of Public Health.

0101-96-5 Proposed amendment to the Civil Service Commission Rules (1996 Edition) by adding Section 13.2.3 - Expansion of Certification Rules, to Civil Service Commission Rule 13 - Certification of Eligibles, Article II - Certification Rules (Item No. 5E)

March 4, 1996: Post for adoption. Circulate for meet and confer with the affected employee organizations. Notify departments.

March 18, 1996: As meet and confer has been completed only with Local 21, adopt proposed Rules change as amended to be applicable only to Local 21 - International Federation of Professional and Technical Engineers. Continue posting until meet and confer with other employee organizations is completed.

Speakers: None

Action: Adopt Rules change as amended to be applicable to classes represented by SEIU - Locals 250, 535, and 790. Discontinue posting; meet and confer completed.

0104-96-7 Appeal of Human Resources Director's action on future employability: Daniel J. O'Reilly, Truck Driver (Class 7355), Department of Public Works (Item No. 7A)

March 4, 1996: Postpone to the meeting of April 1, 1996 at the request of Mr. O'Reilly.

Speakers: Pro: Jim Horan, Public Works
Con: Daniel O'Reilly

Action: No future employment with the Department of Public Works.

0157-96-3 Request to appoint employees at a salary step higher than normal and to adjust the compensation schedules of supervisory employees assigned supervisory duties (Item No. 5D)

1. Request to appoint employees at a salary step higher than normal:

Employees and Class	Department	Step Requested & Recommended	Annual 1st Step Salary	Annual Salary Rec. Step
Linda Bailey 1366 Special Asst. VII	Board of Supervisors	4	\$38,028	\$43,900

0157-96-3 (cont.)

2. Request for salary adjustments for employees assigned supervisory duties:

<i>Library</i>	Class	Employee(s)	B/W Rate	Supervisor's Recommended B/W Rate
Supervisor:	7283 Track Maint. Superintendent	Robert Ramirez	61.2 \$1809-2199	71.9 \$3047-3703
Subordinate:	7110 Mobile Equip. Asst. Sup.	Ken Buttori	61.9 \$1871-2274	
<i>Juvenile Probation</i>	Class	Employee(s)	B/W Rate	Supervisor's Recommended B/W Rate
Supervisors:	8322 Sr. Counselor* *Employees in Class 8322 Sr. Counselor will receive supervisory differential adjustments only while supervising employees in Class 8318 Counselor II	Various Employees	57.0 \$1477-1791	58.1 \$1558-1890
Subordinates:	8318 Counselor II	Various Employees	57.1 \$1484-1800	

Speakers: None

Action: Adopt report. Approve adjustments. Notify departments accordingly.

0158-96-7 Determination of future employability: Duff Rodgers, Transit Operator (Class 9163), Public Transportation Department (Item No. 7B)

Speakers: None

Action: Postpone to the meeting of May 6, 1996 at the request of Mr. Rodgers' attorney.

0159-96-8 Review of requests for approval of proposed personal services contracts
 (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-96/97	Controller	\$20,000	Data entry keying to meet payroll deadlines during peak periods.	Annual	6/30/97
1001-96/97	Controller	\$80,000	Provide technical writing services in support of ISD security policies and procedures, in development of disaster recovery plan and procedures, and in production of administrative publications and training guides.	Annual	6/30/97
1002-96/97	Controller	\$119,232	Provide business and systems analysis of the new Benefit Payment (BP) System for the Retirement System.	Annual	6/30/97
1003-96/97	Controller	\$86,400	Provide technical writing to develop complete project documentation in support of the Employees' Retirement System.	Annual	6/30/97
1004-96/97	Public Health	\$360,000	Provide as-needed, pharmacists and technicians for use during unusually high patient activity or low staffing to backup Civil Service employees during scheduled and unscheduled staff absences.	Annual	6/30/97
1005-96/97	Public Health	\$2,279,254	Prevention services - prevention and risk reduction education, health education, prevention case management and community level interventions.	Annual	6/30/97
1006-96/97	Public Health	\$375,000	Provide as-needed, on-call professional nurses to back-up Civil Service employees during scheduled and unscheduled staff absences.	Annual	9/30/97
1007-96/97	Public Health	\$25,000	Provide as-needed, on-call professional licensed physical and occupational therapists, speech pathologists and physical therapy assistants with on-call availability, 7 days-a-week, 8:00 a.m. to 4:30 p.m.	Annual	8/31/97

0159-96-8 (Item No. 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1008-96/97	Public Health	\$30,000	Provide as-needed, on-call professional certified radiology technologists with on-call availability, 7 days-a-week, 8:00 a.m. to 4:30 p.m.	Annual	6/30/97
1009-96/97	Public Health	\$12,805	Provide a range of restorative dental services for inmates of the City and County of SF jail system, on an as-needed basis.	Annual	6/30/97
1010-96/97	Public Health	\$18,540	Provide podiatry services for inmates of the City and County of SF jail system on an as-needed basis.	Annual	6/30/97
1011-96/97	Public Health	\$4,802	Provide computer-assisted electrocardiograph interpretations for the health care facilities of the City and County of SF jail system.	Annual	6/30/97
1012-96/97	Public Health	\$1,625,728	Provide psychosocial support services to diverse populations in SF affected by HIV/AIDS.	Annual	6/30/97
1013-96/97	Public Health	\$143,732	Provide on-site portable radiology services for inmates of the City and County of SF jail system on a routine scheduled basis, on an emergency basis, as required, and during non-business hours, as required.	Annual	6/30/97
1014-96/97	Public Health	\$28,380	Provide financial services to low income symptomatic HIV - positive residents of SF.	Annual	6/30/97
1015-96/97	Public Works	\$3,000	Affirmative Action recruiting of minority and women engineering students as part of the bureau of Engineering's Outreach (BEO) Program.	Annual	6/30/97
1016-96/97	Public Works	\$7,000	Provide workplace environment and mentorship to "disadvantaged" students to foster engineering as a career alternative.	Annual	6/30/97

0159-96-8 (Item No. 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1017-96/97	Public Works	\$40,000	Provide analysis of legislation and regulations proposed by various State regulatory, resources management and policy organizations affecting the City's Clean Water Program.	Annual	6/30/97
1018-96/97	Public Works	\$75,000	Eliminate priority pollutants from industrial and commercial storm water sources entering the City's sewerage system as directed by the City's Elimination System (NPDES) permit issued by the U.S.EPA.	Annual	6/30/97
1019-96/97	Public Works	\$10,000	Implement a program to reduce the amount of mercury discharged from hospitals, dental facilities and other significant commercial sources as required by the City's national Pollutant Discharge Elimination System (NPDES) permit issued by the U.S.EPA.	Annual	7/30/97
1020-96/97	Public Works	\$140,000	Identify and develop a pollution prevention plan targeted at the pollutants.	Annual	6/30/97
1021-96/97	Public Works	\$45,000	Coordinate with seven (7) Bay Area Counties to inform the public about the origination and causes of urban storm water pollution and the effects on the receiving waters as required by the City NPDES permit issued by the U.S.EPA.	Annual	6/30/97
1022-96/97	Recreation and Parks Commission	\$250,000	Will convert moveable stands to football/baseball configuration about six (6) times a year.	Annual	6/30/97
1023-96/97	Controller	\$60,000	Computer Programming - provide various networking services in Channel Extenders and their switching system support and maintenance.	Annual	6/30/97
1024-96/97	Controller	\$105,600	Computer Programming - design, code, test, implement, and document IDMS/ADSO and batch COBOL programs for the District Attorney/Family Support Bureau's Computer Assisted Support Enforcement System (CASES).	Annual	6/30/97

0159-96-8 (Item No. 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1025-96/97	Controller	\$100,000	Provide expert consultant and technical analysis services to determine the integration, interface and implement a system for filed incident reporting (Police Reports).	Annual	6/30/97
1026-96/97	Controller	\$390,000	Provide expert consultant and technical programming services for the Court Management System Project.	Annual	6/30/97
1027-96/97	Controller	\$105,600	Computer Programming - design, code, test, implement, and document IDMS/ADSO and batch COBOL programs for the District Attorney/Family Support Bureau's Computer Assisted Support Enforcement System (CASES).	Annual	6/30/97
1028-96/97	Controller	\$110,000	Computer Programming - assist with the elimination of the backlog of product support services requests.	Annual	6/30/97
1029-96/97	Controller	\$96,000	Business and systems analysis, design, programming, and implementation of major database enhancements and program changes to the existing Retirement System.	Annual	6/30/97
1030-96/97	Controller	\$65,000	Provide highly specialized advanced training in personal computer and network programs for ISD staff and city departments.	Annual	6/30/97
1031-96/97	Controller	\$111,360	Business and systems analysis, design, programming, and implementation of major database enhancements and program changes to the existing Retirement System.	Annual	6/30/97
1032-96/97	Controller	\$9,700	Computer Programming - provide expert professional consulting and systems development services.	Annual	6/30/97
1033-96/97	Controller	\$144,000	Provide business and systems analysis of the new Benefit Payment (BP) System for the Retirement System.	Annual	6/30/97
1034-96/97	Controller	\$48,000	Business and systems analysis, design, programming, and implementation of major database enhancements and program changes to the existing Retirement System.	Annual	6/30/97

0159-96-8 (Item No. 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1035-96/97	Controller	\$250,000	provide system software support and special technical support services.	Annual	6/30/97
1036-96/97	Controller	\$110,000	Will assist with the elimination of the backlog of production support service requests (SRs) and will assist with the new development of PC-based applications in support of the Tax Collector.	Annual	6/30/97
1037-96/97	Controller	\$65,370	Provide expert professional technical writing services in the preparation of payroll manuals, procedures and bulletins.	Annual	6/30/97
2048-95/96	Public Health	\$471,709	Provide residential and day treatment program for adolescents which include family-focused services, medication services and non-public school services through early intervention programs, consultation with other child serving agencies.	Continuing	6/30/00
2049-95/96	Public Health	\$1,173,120	Provide prescribed medications through a network of community-based pharmacies to DMS patients when the prescribed physician is an employee, contractor, or subcontractor of DMS.	Continuing	6/30/98
2050-95/96	Public Health	\$113,893	Provide necessary administrative support to assist the volunteer Board members in carrying out their general responsibilities.	Continuing	6/30/00
2051-95/96	Public Health	\$100,000	Will recruit, train, place and support pro-bono psychiatrists to provide direct client care to homeless and formerly homeless people with psychiatric disabilities, and work with existing agencies to provide training and support to staff.	Continuing	6/30/97
2052-95/96	Public Health	\$160,720	Provide twenty-four (24) hour supportive housing to clients with AIDS/ARC related dementia who are homeless or at risk of being homeless.	Continuing	6/30/00

0159-96-8 (Item No. 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2053-95/96	Public Health	\$825,000	Fiscal agent for implementing clinical and administrative managed care functions within the Division of mental Health.	Continuing	6/30/99
2054-95/96	Social Services	\$100,000	Provide intensive and supportive reunification services to children who are in out-of-home care with their extended families or in foster care via a coordination of foster-home based, family based and community based services.	Continuing	6/30/97
4126-95/96	Airports Commission	\$1,150,000	Perform geotechnical services for three major Airport projects; public Parking Structures and Bart Station; Rent-A-Car terminal; and BART/ALRA Combined Structures.	Regular	12/31/99
4127-95/96	District Attorney	\$156,000	Provide consultation regarding the SACSS system for conversion from CASES to SACSSI coordinate distribution of material to all user counties.	Regular	6/30/97
4128-95/96	Public Health	\$4,000,000	Provide mental health managed care for psychiatric inpatient hospital services to Medi-Cal beneficiaries.	Regular	6/30/00
4129-95/96	Social Services	\$600,00	Provide independent living skills, vocational support, tutoring, computer classes and mentoring.	Regular	6/30/98
050R-94/95	Airports Commission	Increase amount \$200,000 (new amount \$400,000)	Provide design management and construction management assistance to Airport Project Management on an as-needed basis for various building renovations related to the Airport's Master Plan.	Regular	6/30/97
052R-94/95	Airports Commission	Increase amount \$928,000 (new amount \$2,008,000)	Provide construction management services on an as-needed basis for the Master Plan project.	Regular	12/31/00

0159-96-8 (Item No. 4) (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
061R-94/95	Airports Commission	Increase amount \$500,000 (new amount \$1,000,000)	Provide construction management service on an as-needed basis for the Master Plan project.	Regular	12/31/00
122-91/92	Public Health	Increase amount \$68,080 (new amount \$208,080)	Provide highly specialized cost and reimbursement financial consultation to optimize SFGH's revenues and Medicare and Medi-Cal reimbursements within the prescribed regulations and instructions.	Regular	6/30/96
188C-94/95	Public Health	Increase amount \$113,780 (new amount \$245,881)	Provide logistical and technical support to the HIV Prevention Planning Council in order to establish a standardized list of variables to be used to evaluate HIV prevention strategies.	Continuing	12/31/98

Speakers: Contracts 4126-95/96; 050R-94/95; 052R-94/95; and 061R- 94/95

Pro: Jim Ilnicki, Airport
Ivar Satero, Airport
Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser. The Commission approved contracts 4126-95/96; 050R-94/95; 052R-94/95; 061R-94/95 with the stipulation that the Airports Commission provide Local 21 with a staffing plan and in the future notify Local 21 in advance of amendments to personal service contracts.

0935-96-4 Appeal of the Human Resources Director's decision to deny protest by Mohammed Hosny of the written examination for Supervising Auditor (Class 1686) (Item No. 6B)

February 5, 1996: Postpone to the meeting of March 4, 1996 at the request of Local 21. The Human Resources Director is directed to proceed with the adoption of the eligible list and the certification of eligibles provided that on a permanent requisition is to be withheld from the certification pending final resolution of Mr. Hosny's appeal.

March 4, 1996: Postpone to the meeting of March 18, 1996 at the request of Local 21.

0935-96-4 (cont.)

- March 18, 1996: Postpone to the meeting of April 1, 1996 due to a lack of a majority vote. The Controller and the appellant to meet and review the appeal procedures.
- Action: Deny appeal. Sustain the decision of the Human Resources Director.

COMMISSIONER'S NEW BUSINESS AND REPORTS (Item No. 8A)

Commissioner Rios raised the issue of the outstanding September 1995 appeal by the Director of Parking and Traffic of the Human Resources Director's denial of authorization to make a provisional appointment in Class 1270 Departmental Personnel Officer. Anne Godfrey reported to the Commission that a letter had been sent last week regarding this matter to the Director of Parking and Traffic with a copy to the Commission. In addition, Ms. Godfrey reported that a Commission report was being prepared so that this matter may be calendared or the Commission's next meeting on Monday, April 15, 1996.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 8B)

- Transition of Court Classes to City Classes (Item No. 8B.1)
- Report on Status of Eligible List Extensions and Cancellations (Item No. 8B.2)
- Provisional Appointments in the City Work Force (Item No. 8B.3)
- Progress Report on Class Consolidation project (Item No. 8B.4)
- Action: Reports presented and received; file.

REQUESTS TO SPEAK (Item No. 9)

None

ADJOURNMENT (Item No. 10)

3:35 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF

C65

#5

4/15/96

MINUTES

Regular Meeting April 15, 1996

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

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APR 19 1996

SAN FRANCISCO
PUBLIC LIBRARY

TIME CONVENED

2:10 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon

Excused: Commissioner Rios

Commissioner Clopton presided.

MINUTES

Regular Meeting, April 1, 1996

Action: Approve

ANNOUNCEMENTS

None

212-95-7 Determination of future employability: entrance probationary termination of Nancy Chin, Account Clerk (Class 1630), Airports Commission (Item No. 6B)

April 17, 1995: Off calendar at the request of the Department of Human Resources.

March 18, 1995: Postpone to the meeting of April 15, 1996 at the request of the Airports Commission.

Speaker: Todd Cochran, Local 790

Action: Off calendar at the request of the Employee Relations Division. The Executive Officer to discuss with the Employee Relations Division the establishment of procedures for the processing of employee separations when the employee has filed a grievance concurrently.

0178-96-8 Review of requests for approval of proposed personal services contracts (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2055-95/96	Commission on the Status of Women	\$220,845	Provide a centralized 24-hour crisis line, with multilingual access for survivors of sexual assault and rape.	Continuing	6/30/97
2056-95/96	Fire Department	\$295,000	Will conduct job analyses and develop valid selection procedures for Class H-20 Lieutenant and Class H-40 Battalion Chief	Continuing	3/31/98
4130-95/96	Public Works	\$450,000	Develop educational and technical outreach materials for the general public and specific targeted industries to encourage implementation of pollution prevention strategies.	Regular	6/30/99
4131-95/96	Recorder	\$160,000	Provide technical consulting and integration services for its fee collection, fund accounting and data collection software; provide technical consulting and troubleshooting services for the SCO UNIX Operating System	Regular	6/30/97

0178-96-8 (Item 4 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
393-92/93	Public Transportation	Increase amount \$116,970 (new amount \$38,474,997)	Provide construction management and engineering support during construction of the MUNI Metro Turnback project.	Continuing	9/30/96
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increased amount \$100,000 (new amount \$200,000)	Review and renewal of Water Department leases and rights of way in order to reduce existing backlog and mitigate continuing loss of revenue to the City.	Regular	12/31/96

Speakers: None

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

0179-96-6 Annual Report of Sexual Harassment - Fiscal year 1993-94 (7/1/93-6/30/94) (Item No. 5A)

Speakers: None

Action: Adopt Human Resources Director's report. The Department of Human Resources is directed to forward this report to the Board of Supervisors, the Mayor, the Human Rights Commission, and the Commission on the Status of Women.

0180-96-6 Annual Report of Sexual Harassment - Fiscal year 1994-95 (7/1/94-6/30/95) (Item No. 5B)

Speakers: None

Action: Adopt Human Resources Director's report. The Department of Human Resources is directed to forward this report to the Board of Supervisors, the Mayor, the Human Rights Commission, and the Commission on the Status of Women.

0181-96-7 Determination of future employability: Clifton A. Matthews, Police Officer, (Class Q-2), San Francisco Police Department (Dismissal of Permanent Employee) (Item No. 6A)

Speakers: None

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Police Department. (Mr. Matthews failed to appear.)

0182-96-7 Determination of future employability: Entrance probationary termination of William A. Gordon, Computer Operator I (Class 1734), San Francisco Community College District. (Item No. 6C)

Speakers: Con: William A. Gordon
Pro: No representative from the San Francisco Community College District appeared.

Action: No future employment with the San Francisco Community College District

0183-96-2 Appeal by the Director of Parking and Traffic of the Human Resources Director's denial of authorization to make a provisional appointment in Class 1270 Departmental Personnel Officer (Item No. 5C)

April 1, 1996: Under Commissioners' New Business (Item No 8A)

Commissioner Rios raised the issue of the outstanding September 1995 appeal by the Director of Parking and Traffic of the Human Resources Director's denial of authorization to make a provisional appointment in Class 1270 Departmental Personnel Officer. Anne Godfrey reported to the Commission that a letter had been sent last week regarding this matter to the Director of Parking and Traffic with a copy to the Commission. In addition, Ms. Godfrey reported that a Commission report was being prepared so that this matter may be calendared for the Commission's next meeting on Monday, April 15, 1996.

Action: Postpone to the meeting of May 6, 1996; the Human Resources Director's report was not submitted.

0184-96-5 Proposed amendment to the Civil Service Commission Rules to reflect changes required by the 1996 Charter (Item No. 5D)

Proposed amendment to Civil Service Commission Rule 14 - Appointments, by adding Article VII - Exempt Appointment, Section 14.46 - Charter Limit on Certain Categories of Exempt Appointments

Speakers: None

Action: Post. Notify departments. Refer to the Employee Relations Division for circulation and meet and confer with employee organizations.

0185-96-5 Proposed amendments to the Civil Service Commission Rules to reflect changes required by the 1996 Charter (Item No. 5E)

A. Proposed amendment to Civil Service Commission Rule 1 - Authority and Purpose, by amending Section 1.5 - Amendment of Rules.

B. Proposed amendment to Civil Service Commission Rule 1 - Authority and Purpose, by adding Section 1.7 - Requirement to Officially File Rules.

C. Proposed amendment to Civil Service Commission Rule 14 - Appointments, by adding Subsection 14.5.10 - Restriction on Provisional Appointments, to Article I - General Provisions, Section 14.5 - Provisional Appointment.

D. Proposed amendment to Civil Service Commission Rule 14 - Appointments, by adding Article VII - Exempt Appointment, Section 14.45 - Exclusions from Civil Service Appointment.

Speakers: None

Action: Post for adoption at the meeting of May 6, 1996 to be effective July 1, 1996.

COMMISSIONERS' NEW BUSINESS (Item No. 7A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No 7B)

Provisional Appointments in the City Work Force

Action: The Civil Service Commission expressed concern regarding several merit system issues, including the rising number of provisional appointments; the format of the monthly provisional employee report; Municipal Court classes still being used by the Department of Parking and Traffic; Civil Service Commission access to the Human Resources Information System; and the monthly classification report. The Commission directed the Executive Officer to send a letter to the Human Resources Director expressing its concerns and directing the Human Resources Director to report back to the Civil Service Commission on all related concerns at the meeting of May 6, 1996.

REQUESTS TO SPEAK (Item No. 8)

None

EXECUTIVE SESSION

Following Item No. 8 "Requests to Speak," the Civil Service Commission recessed into closed session to discuss a personnel matter under the authority of California Government Code Section 54957. Present were Commissioners Clopton, Pon, Kosturos, and Munson. No action was taken. The Commission then reconvened the regular meeting, the closed session was announced, and the regular meeting adjourned.

ADJOURNMENT (Item No. 9)

3:45 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5

MINUTES

Regular Meeting May 6, 1996

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

TIME CONVENED

2:25 p.m.

ROLL CALL

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Pon
Commissioner Rios

Commissioner Clopton presided.

MINUTES

Regular Meeting, April 15, 1996

Action: Approve

COMMENDATION

Resolution of Commendation for Margarita Zamora in recognition of outstanding performance while Assistant Executive Officer with the Civil Service Commission, City and County of San Francisco.

Action: Adopt

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, May 6, 1996 at 1:00 p.m. in Room 304A Veterans Building to discuss a personnel matter under the authority of Government Code Section 54957; to instruct its Labor Negotiator under the authority of Government Code Section 54957.6; and to consult with the City Attorney on a matter with substantial likelihood of litigation under the authority of Government Code Section 54957.9. Present were Commissioners Clopton, Pon, Kosturos, Munson, and Rios. The Commission discussed the personnel matter and instructed its labor negotiator. The matter concerning litigation was postponed.

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PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

0405-95-7 Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 6B)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

March 3, 1996: Postpone to the meeting of April 1, 1996 at the request of Local 790.

April 1, 1996: Postpone to the meeting of May 6, 1996 at the request of Local 790.

Speakers: None

Action: Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.

0647-95-7 Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 6C)

January 8, 1996: Off calendar at the request of Ms. Gray's attorney pending resolution of grievance.

March 4, 1996: Off calendar at the request of Local 790.

April 15, 1996: Postpone to the meeting of May 6, 1996 at the request of Local 790.

Speakers: None

Action: Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.

0712-95-4 Appeal of background rejection for Airport Police Service Aide (Class 9209) by Marvin Hope (Item No. 7B)

Speakers: Rafael Centeno, Airports Commission

Action: Deny appeal. Sustain the decision of the Airport Police Chief. (Mr. Hope failed to appear)

0128-96-4 Appeal of background rejection for Police Communications Dispatcher (Class 8238) by Valerie S. Figard (Item No. 7A)

Speakers: None

Action: Over to the meeting of May 20, 1996 at the request of Ms. Figard.

0158-96-7 Determination of future employability: Duff Rodgers, Transit Operator (Class 9163), Public Transportation Department (Item No. 8G)

April 1, 1996: Postpone to the meeting of May 6, 1996 at the request of Mr. Rodgers' attorney.

Speakers: Pro: Kin Gee, Public Transportation Department
Con: Steven McNichols, Attorney

Action: No restrictions on future employment.
(Vote of 3 to 2: Commissioners Clopton and Munson dissent)

0183-96-2 Appeal by the Director of Parking and Traffic of the Human Resources Director's denial of authorization to make a provisional appointment in Class 1270 Departmental Personnel Officer (Item No. 6D)

April 1, 1996: **Under Commissioners' New Business (Item No 8A)**

Commissioner Rios raised the issue of the outstanding September 1995 appeal by the Director of Parking and Traffic of the Human Resources Director's denial of authorization to make a provisional appointment in Class 1270 Departmental Personnel Officer. Anne Godfrey reported to the Commission that a letter had been sent last week regarding this matter to the Director of Parking and Traffic with a copy to the Commission. In addition, Ms. Godfrey reported that a Commission report was being prepared so that this matter may be calendared for the Commission's next meeting on Monday, April 15, 1996.

April 15, 1996: Postpone to the meeting of May 6, 1996; the Human Resources Director's report was not submitted.

Speakers: None

Action: Off calendar. Appeal withdrawn.

- 0185-96-5 Proposed amendments to the Civil Service Commission Rules to reflect certain changes required by the 1996 Charter (Item No. 6A)**
- A. Proposed amendment to Civil Service Commission Rule 1 - Authority and Purpose, by amending Section 1.5 - Amendment of Rules.**
 - B. Proposed amendment to Civil Service Commission Rule 1 - Authority and Purpose, by adding Section 1.7 - Requirement to Officially File Rules.**
 - C. Proposed amendment to Civil Service Commission Rule 14 - Appointments, by adding Subsection 14.5.10 - Restriction on Provisional Appointments, to Article I - General Provisions, Section 14.5 - Provisional Appointment.**
 - D. Proposed amendment to Civil Service Commission Rule 14 - Appointments, by adding Article VII - Exempt Appointment, Section 14.45 - Exclusions from Civil Service Appointment.**

April 15, 1996: Post for adoption at the meeting of May 6, 1996 to be effective July 1, 1996.

Speakers: None

Action: Adopt to be effective July 1, 1996.

0219-96-8 Review of requests for approval of proposed personal services contracts (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2057-95/96	Social Services	\$200,000	Provide intensive and supportive reunification services to children who are in out-of-home care with their extended families or in foster care via a coordination of foster-home based, family based, and community based services	Continuing	6/30/97
4132-95/96	Airports Commission	\$2,500,000	Provide necessary architectural, structural, mechanical, electrical, and value engineering services for the Airport light rail domestic terminal stations and remote corridor stations	Regular	1/31/98
4133-95/96	Human Resources	\$300,000	Classification/Compensation Consulting	Regular	1/30/97

0219-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4134-95/96	Convention Facilities Management	\$8,000,000	Provide complete range of architectural/engineering services to plan, program, design, bid and construct a new convention facility	Regular	7/1/00
4135-95/96	Public Health	\$540,000	Will enable the SF Health authority to respond to the State Dept. of Corps. and the State Dept. of Health Services to secure necessary licensure; develop administrative and accounting operational systems, policies and procedures	Regular	5/14/97
4136-95/96	Recreation & Parks Commission	\$100,000	Provide 47-passenger buses and drivers to transport recreation program participants to and from various destinations within and outside San Francisco for recreational programs	Regular	10/31/98
4137-95/96 <i>(Over to CSC mtg. of 5/20/96)</i>	Public Transportation	\$300,000	Provide as-needed repairs of accident, fire, and structural damage to diesel and trolley coaches	Regular	6/30/98
359-94/95	Airports Commission	Increase amount \$478,258 (new amount \$896,815)	Adaption of proprietary software bought to automate and integrate property management, airline statistics, tenant billing, and accounts receivable functions of the Airport	Regular	4/9/00
001C-94/95	Public Health	Increase amount \$600,000 (new amount \$2,474,617)	To continue the model Tuberculosis Prevention and Control Center in the S.F. Bay Area, Northern California and the Western U.S.	Continuing	1/31/98
4084-95/96	Public Health	Increase amount \$742,700 (new amount \$1,117,700)	Provide training, consultation and technical assistance to local public health jurisdictions throughout California on tuberculosis in partnership with the California Department of Health Services Tuberculosis Control Branch	Regular	12/31/97

Speaker: Clarice Clarke, Department of Human Resources

- Action:
1. Contract 4137-95/96 over to the meeting of May 20, 1996 at the request of Commissioner Kosturos.
 2. Adopt Human Resources Director's Report on remaining contracts. Notify the offices of the Controller and the Purchaser.

0213-96-7 Determination of future employability: entrance probationary termination of Giovanna Biondi, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8A)

Speakers: None

Action: Over to the meeting of June 3, 1996 at the request of Ms. Biondi's attorney.

0214-96-7 Determination of future employability: entrance probationary termination of Nolan Chan, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8B)

Speakers: None

Action: Over to the meeting of June 3, 1996 at the request of Mr. Chan's attorney.

0215-96-7 Determination of future employability: entrance probationary termination of James Guglielmoni, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8C)

Speakers: None

Action: Over to the meeting of June 3, 1996 at the request of Mr. Guglielmoni's attorney.

0216-96-7 Determination of future employability: entrance probationary termination of Mark DeMita, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8D)

Speakers: None

Action: Over to the meeting of June 3, 1996 at the request of Mr. DeMita's attorney.

0217-96-7 Determination of future employability: entrance probationary termination of Mary Lee Stuart, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8E)

Speakers: Pro: Lt. Alan Mould, San Francisco Police Department
Con: Mary Lee Stuart

Action: No restriction on future employment as recommended by the San Francisco Police Department.

0218-96-7 Determination of future employability: entrance probationary termination of Cecil Edwards, Electrician (Class 7345), San Francisco Public Library (Item No. 8F)

Speakers: Pro: Kathy Murray, Public Library
 Matthew Smith, Public Library
 Con: Cecil Edwards
 LaVerne Edwards
 Leslie Ann Bodika

Action: No restrictions on future employment.
 (Vote of 4 to 1: Commissioner Munson dissents)

COMMISSIONERS' NEW BUSINESS (Item No. 9A)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 9B)

April 15, 1996: **Under Human Resources Director's Report (Item No. 9B)**

The Civil Service Commission expressed concern regarding several merit system issues, including the rising number of provisional appointments; the format of the monthly provisional employee report; Municipal Court classes still being used by the Department of Parking and Traffic; Civil Service Commission access to the Human Resources Information System; and the monthly classification report. The Commission directed the Executive Officer to send a letter to the Human Resources Director expressing its concerns and directing the Human Resources Director to report back to the Commission on all related concerns at the meeting of May 6, 1996.

Speakers: Wendell Pryor
 Linda Marini
 John Barnett

Report by Human Resources Director on merit system issues. (Item No. 9B.1)

- A. Provisional appointments
 Human Resources Director's report received at the Commission meeting.
 Calendar for discussion on May 20, 1996.
- B. Municipal Court Classes
 Report received. File.
- C. Format of Provisional Monthly Report
 Human Resources Director's report received at the Commission meeting.
 Calendar for discussion on May 20, 1996.

- D. Monthly Classification (Class Consolidation) Report
Report received. File.
- E. Civil Service Commission access to the HRIS system
Human Resources Director's report received at the Commission meeting.
Calendar for discussion on May 20, 1996.

Status of eligible list extensions and cancellations (Item No. 9B.2)
Report received. File.

Actions by the Department of Human Resources to implement the 1996 Charter.
(Item No. 9B.3)

Report received. File.

REQUESTS TO SPEAK (Item No. 10)

Barbara Thompson

SPECIAL ORDER OF BUSINESS - 3:30 p.m. (Closed Session) (Item No. 11)

0124-96-4 **Appeal of background rejection for Police Officer (Class Q-2) by George K. Ferraez.** (Item No. 11)

Action: Over to the meeting of May 20, 1996 at the request of Mr. Ferraez's representative. The Commission requested that the San Francisco Police Department provide any legally available documents requested by Mr. Ferraez's representative.

ADJOURNMENT (Item No. 12)

4:04 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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#4

5/20/96

AGENDA

Regular Meeting
of
May 20, 1996

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

2:00 p.m.

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. COMMENDATION
6. RATIFICATION AGENDA
7. CONSENT AGENDA
8. REQUEST FOR RECONSIDERATION
9. REGULAR BUSINESS

Part II - 3:00 p.m.

10. EMPLOYEE SEPARATION
11. COMMISSIONER'S NEW BUSINESS
12. REPORTS
13. REQUESTS TO SPEAK
14. SPECIAL ORDER OF BUSINESS
15. ADJOURNMENT

DOCUMENTS DEPT.

MAY 17 1996

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
May 20, 1996**

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting, May 6, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, May 13, 1996
- C. Executive Session, May 20, 1996
- D. Other announcements

(5) COMMENDATION

Commendation for Gary King, Principal Personnel Analyst, Department of Human Resources, upon his resignation to accept employment with the City of Palo Alto.

Recommendation: Adopt

(5) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(6) Review of requests for approval of proposed personal services contracts
(File No. 0241-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2058-95/96	Mayor's Office of Community Development	\$25,000	Serve a federal legislative representative, appointed by the Mayor pursuant to Administrative Code 16.3-1 and ratified by the Board of Supervisors.	Continuing	6/30/97
2059-95/96	Social Services	\$5,000,000	Provide shelter, case management, and drop-in daytime services for homeless adults.	Continuing	6/30/97
4138-95/96	Assessor	\$150,000	Will management the acquisition and installation of the Integrated Property Assessor, Controller, Tax Collector System (INPACT).	Regular	6/30/97
4139-95/96	Public Works	\$300,000	Cost estimating, scheduling, value engineering, constructibility review, etc., for the reconstruction/repair of the existing Conservatory of Flowers, Golden Gate Park.	Regular	1/12/99
4140-95/96	Sheriff's Office	\$81,000	Provide the supervised Cite Program for incarcerated prisoners - interview and establish release plans for misdemeanors who do not qualify under Sheriff's Protocol.	Regular	6/30/97
411-92/93	Public Works	Increase amount \$1,245,000 New amount \$1,745,000	Provide as-needed Engineering Services.	Regular	6/30/98

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(7) CONSENT AGENDA (ITEMS 7A THROUGH 7C)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

**(7A) Review of request for approval of proposed personal services contracts
(File No. 0219-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4137-95/96	Public Transportation	\$300,000	Provide as-needed repairs of accident, fire, and structural damage to diesel and trolley coaches.	Regular	6/30/98

May 6, 1996: Contract 4137-95/96 over to the meeting of May 20, 1996 at the request of Commissioner Kosturos.

Recommendation: Adopt contract. Notify the offices of the Controller and the Purchaser.

(7B) Request to administer the examination for Senior Laundry Worker (Class 2770) for less than three candidates (File No. 0242-96-4)

Recommendation: Approve.

(7C) Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity (File No. 0243-96-6)

Recommendation: Post for adoption at the meeting of June 3, 1996, to be effective July 1, 1996.

(8) REQUEST FOR RECONSIDERATION

Request for reconsideration by the Public Transportation Department to reconsider Civil Service Commission action of May 6, 1996 in the matter of the determination of future employability of Duff Rodgers, Transit Operator (Class 9163) following dismissal as a permanent employee (File No. 0121-96-7)

May 6, 1996: No restrictions on future employment
(Vote of 3 to 2: Commissioners Clopton and Munson dissent)

Open for discussion.

(9) **REGULAR BUSINESS (ITEMS 9A through 9D)**

(9A) **Appeal of background rejection for Police Communications Dispatcher (Class 8238) by Valerie S. Figard (File No. 0128-96-4)**

May 6, 1996: Over to the meeting of May 20, 1996 at the request of Ms. Figard.

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

(9B) **Appeal of background rejection for Police Officer (Class Q-2) by Patrick A. Grant (File No. 0149-96-4)**

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

(9C) **Appeal of background rejection for Police Communications Dispatcher (Class 8238) by Barbara A. Bailey (File No. 0980-95-4)**

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

(9D) **Appeal of background rejection for Police Communications Dispatcher (Class 8238) by Cecelia A. Crecy (File No. 0160-96-4)**

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

(10) **EMPLOYEE SEPARATION**

Determination of future employability: entrance probationary termination of Eric Wright, Legal Assistant (Class 8273), Treasurer/Tax Collector's Office (File 0245-96-7)

Recommendation of the Treasurer/Tax Collector:

No future employment with the Treasurer's Office. Return name to the eligible list from which appointed to the position of Legal Assistant (Class 8173).

(11) **COMMISSIONERS' NEW BUSINESS**

(12) **HUMAN RESOURCES DIRECTOR'S REPORT**

(12A) Provisional appointments

May 6, 1996: Calendar for discussion on May 20, 1996

(12B) Format of provisional monthly report

May 6, 1996: Calendar for discussion on May 20, 1996

(12C) Civil Service Commission access to the HRIS system

May 6, 1996: Calendar for discussion on May 20, 1996

(12D) Report on the Department of Human Resources' three year plan for information service delivery to its clients.

(12E) Progress report on class consolidation project.

(12F) Monthly report on provisional employees.

(12G) Report on provisional announcements, permanent announcements, and eligible list adoption.

(12H) Information requested by Commission on provisional appointments.

(12I) Information requested by Commission on certification activity.

(13) **REQUESTS TO SPEAK**

(14) **SPECIAL ORDER OF BUSINESS**

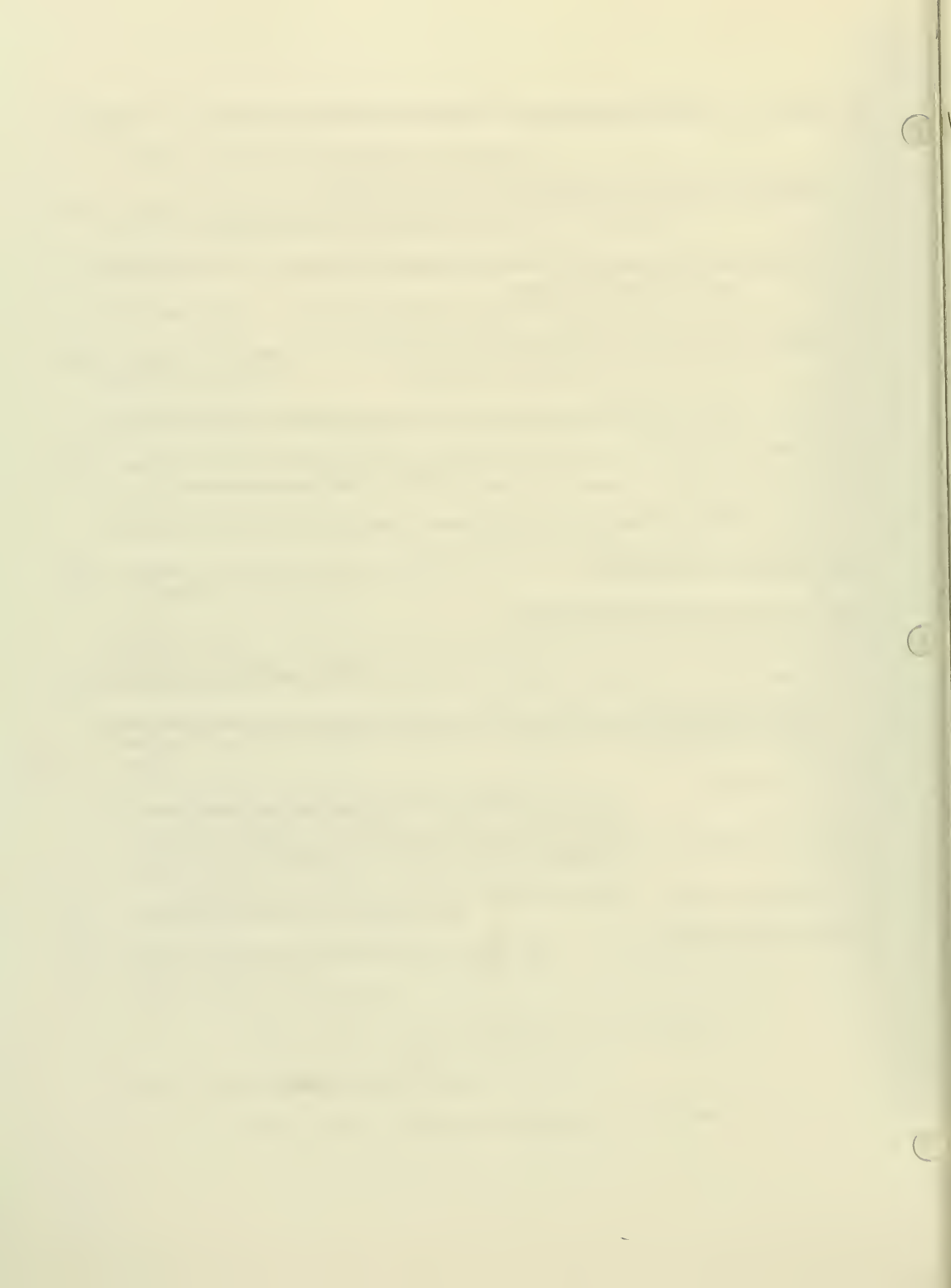
The following matter will be considered by the Civil Service Commission in Executive Session (closed meeting) as authorized by California Government Code Section 54957:

Appeal of background rejection for Police Officer (Class Q-2) by George K. Ferraez (File No. 0124-96-4)

May 6, 1996: Over to the meeting of May 20, 1996 at the request of Mr. Ferraez's representative. The Commission requested that the San Francisco Police Department provide any legally available documents requested by Mr. Ferraez's representative.

Recommendation: Deny appeal. Sustain the decision of the Chief of Police.

(15) **ADJOURNMENT**



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

Regular Meeting
May 20, 1996

5/20/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

TIME CONVENED

2:30 p.m.

ROLL CALL

Commissioner Karen Clopton	present
Commissioner Adrienne Pon	present
Commissioner George Kosturos	present
Commissioner A. Lee Munson	present
Commissioner Juan Rios	excused

Commissioner Clopton presided.

MINUTES

Regular Meeting, May 6, 1996

Action: Approve.

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting on Monday, May 13, 1996 at 4:00 p.m. in Room 304A Veterans Building in closed session to consider the appeals in the examination for Class Q-50 Sergeant, San Francisco Police Department. Due to lack of a quorum, this meeting was recessed to Monday, May 20, 1996 at 1:00 p.m. This meeting was conducted in accordance with the Supplemental Order of the U.S. District Court under the Consent Decree in the matter of officers for Justice versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP). Present were Commissioners Clopton, Pon, Kosturos, and Munson.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, May 20, 1996 at 1:15 p.m. in Room 304A Veterans Building, to discuss a Personnel Matter (Government Code Section 54957) to consult with its Labor Negotiators (Government Code Section 54957.6) and to discuss a matter with substantial likelihood of litigation (Government Code Section 54957.9). Present were Commissioners Clopton, Pon, Kosturos, and Munson. On the personnel matter, the Commission directed that a letter of rejection be sent to all applicants for Human Resources Director who the Civil Service Commission will not be considering further. The Commission conferred with the City Attorney on the matter of potential litigation and instructed its labor negotiator on the labor relations issues.

COMMENDATION

Commendation for Gary King, Principal Personnel Analyst, Department of Human Resources, upon his resignation to accept employment with the City of Palo Alto.

Action: Adopt.

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**0980-95-4 Appeal of background rejection for Police Communications Dispatcher
(Class 8238) by Barbara A. Bailey (Item No. 9C)**

Speakers: None

Action: Deny appeal. Sustain the decision of the Chief of Police.
(Ms. Bailey failed to appear).

**0121-96-7 Request for reconsideration by the Public Transportation Department to
reconsider Civil Service Commission action of May 6, 1996 in the matter of
the determination of future employability of Duff Rodgers, Transit Operator
(Class 9163) following dismissal as a permanent employee (Item No. 8)**

May 6, 1996: No restrictions on future employment
(Vote of 3 to 2: Commissioners Clopton and Munson dissent)

Speakers: Pro: Kin Gee, Public Transportation Department
 Robin Reitzes, Deputy City Attorney
 Con: Steve McNichols, Attorney

Action: Over to the meeting of June 3, 1996 due to split vote
(Vote of 2 to 2).

**0124-96-4 Appeal of background rejection for Police Officer (Class Q-2) by George K.
Ferraез (Item No. 14)**

May 6, 1996: Over to the meeting of May 20, 1996 at the request of Mr.
Ferraез's representative. The Commission requested that the San
Francisco Police Department provide any legally available
documents requested by Mr. Ferraез's representative.

Speakers: Pro: Captain Thomas Petrini, San Francisco Police Department
 Sergeant Alvin Wong, San Francisco Police Department
 Con: Barbara Thomson, Representative
 George Ferraез
 Jeff Smith

Action: Grant appeal. Reject the decision of the Chief of Police. Find
George K. Ferraез qualified as to background in this examination
for Police Officer (Class Q-2). This matter was considered by the
Civil Service Commission in Executive Session (closed meeting)
as authorized by California Government Code Section 54957.

0128-96-4 Appeal of background rejection for Police Communications Dispatcher (Class 8238) by Valerie S. Figard (Item No. 9A)

May 6, 1996: Over to the meeting of May 20, 1996 at the request of Ms. Figard.

Speakers: None

Action: Deny appeal. Sustain the decision of the Chief of Police.
(Ms. Figard failed to appear).

0149-96-4 Appeal of background rejection for Police Officer (Class Q-2) by Patrick A. Grant (Item No. 9B)

Speakers: None

Action: Deny appeal. Sustain the decision of the Chief of Police.
(Mr. Grant failed to appear).

0160-96-4 Appeal of background rejection for Police Communications Dispatcher (Class 8238) by Celia A. Crecy (Item No. 9D)

Speakers: None

Action: Deny appeal. Sustain the decision of the Chief of Police.
(Ms. Crecy failed to appear).

0219-96-8 Review of request for approval of proposed personal services contracts (Item No. 7A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4137-95/96	Public Transportation	\$300,000	Provide as-needed repairs of accident, fire, and structural damage to diesel and trolley coaches.	Regular	6/30/98

May 6, 1996: Contract 4137-95/96 over to the meeting of May 20, 1996 at the request of Commissioner Kosturos.

Speakers: None

Action: Adopt contract. Notify the offices of the Controller and the Purchaser.

**0241-96-8 Review of requests for approval of proposed personal services contracts
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2058-95/96	Mayor's Office of Community Development	\$25,000	Serve a federal legislative representative, appointed by the Mayor pursuant to Administrative Code 16.3-1 and ratified by the Board of Supervisors.	Continuing	6/30/97
2059-95/96	Social Services	\$5,000,000	Provide shelter, case management, and drop-in daytime services for homeless adults.	Continuing	6/30/97
4138-95/96	Assessor	\$150,000	Will management the acquisition and installation of the Integrated Property Assessor, Controller, Tax Collector System (INPACT).	Regular	6/30/97
4139-95/96	Public Works	\$300,000	Cost estimating, scheduling, value engineering, constructibility review, etc., for the reconstruction/repair of the existing Conservatory of Flowers, Golden Gate Park.	Regular	1/12/99
4140-95/96	Sheriff's Office	\$81,000	Provide the supervised Cite Program for incarcerated prisoners - interview and establish release plans for misdemeanors who do not qualify under Sheriff's Protocol.	Regular	6/30/97
411-92/93	Public Works	Increase amount \$1,245,000 New amount \$1,745,000	Provide as-needed Engineering Services.	Regular	6/30/98

Speakers: Pro: Clarice Clarke
 Con: David Novogrodsky

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser. (Commissioner Munson excused from voting on Contract No. 4138-95/96 in accordance with Charter Section 3.500).

0242-96-4 Request to administer the examination for Senior Laundry Worker (Class 2770) for less than three candidates (Item No. 7B)

Speakers: None

Action: Approve.

0243-96-6 Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity (Item No. 7C)

Speakers: None

Action: Post for adoption at the meeting of June 3, 1996, to be effective July 1, 1996.

0245-96-7 Determination of future employability: entrance probationary termination of Eric Wright, Legal Assistant (Class 8173), Treasurer/Tax Collector's Office (Item No. 10)

Action: Over to the meeting of June 3, 1996 due to notification problem.

COMMISSIONERS' NEW BUSINESS (Item No. 11)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 12)

(12A) Provisional appointments.

May 6, 1996: Calendar for discussion on May 20, 1996

(12B) Format of provisional monthly report.

May 6, 1996: Calendar for discussion on May 20, 1996

(12C) Civil Service Commission access to the HRIS system.

May 6, 1996: Calendar for discussion on May 20, 1996

(12D) Report on the Department of Human Resources' three year plan for information service delivery to its clients.

(12E) Progress report on class consolidation project.

(12F) Monthly report on provisional employees.

(12G) Report on provisional announcements, permanent announcements, and eligible

list adoption.

(12H) Information requested by Commission on provisional appointments.

(12I) Information requested by Commission on certification activity.

Speakers: Wendell Pryor, Human Resources Director
Ray Wong, Department of Human Resources

Action: Reports received; file. The Human Resources Director to provide the Commission with requested information regarding provisional appointments; provisional job bulletins; productivity of the Department of Human Resources examination staff; and number of provisionals by class who are on an eligible list and have not yet been certified.

REQUESTS TO SPEAK (Item No. 13)

None

ADJOURNMENT (Item No. 15)

4:00 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF

C65

#4

6/3/96

AGENDA

Regular Meeting
of
June 3, 1996

2:00 p.m.

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

Part I - 2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. ELECTION OF OFFICERS
6. RATIFICATION AGENDA
7. CONSENT AGENDA
8. REQUEST FOR RECONSIDERATION

Part II - 3:00 p.m.

9. EMPLOYEE SEPARATIONS
10. COMMISSIONERS' NEW BUSINESS
11. REPORTS
12. REQUESTS TO SPEAK
13. ADJOURNMENT

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

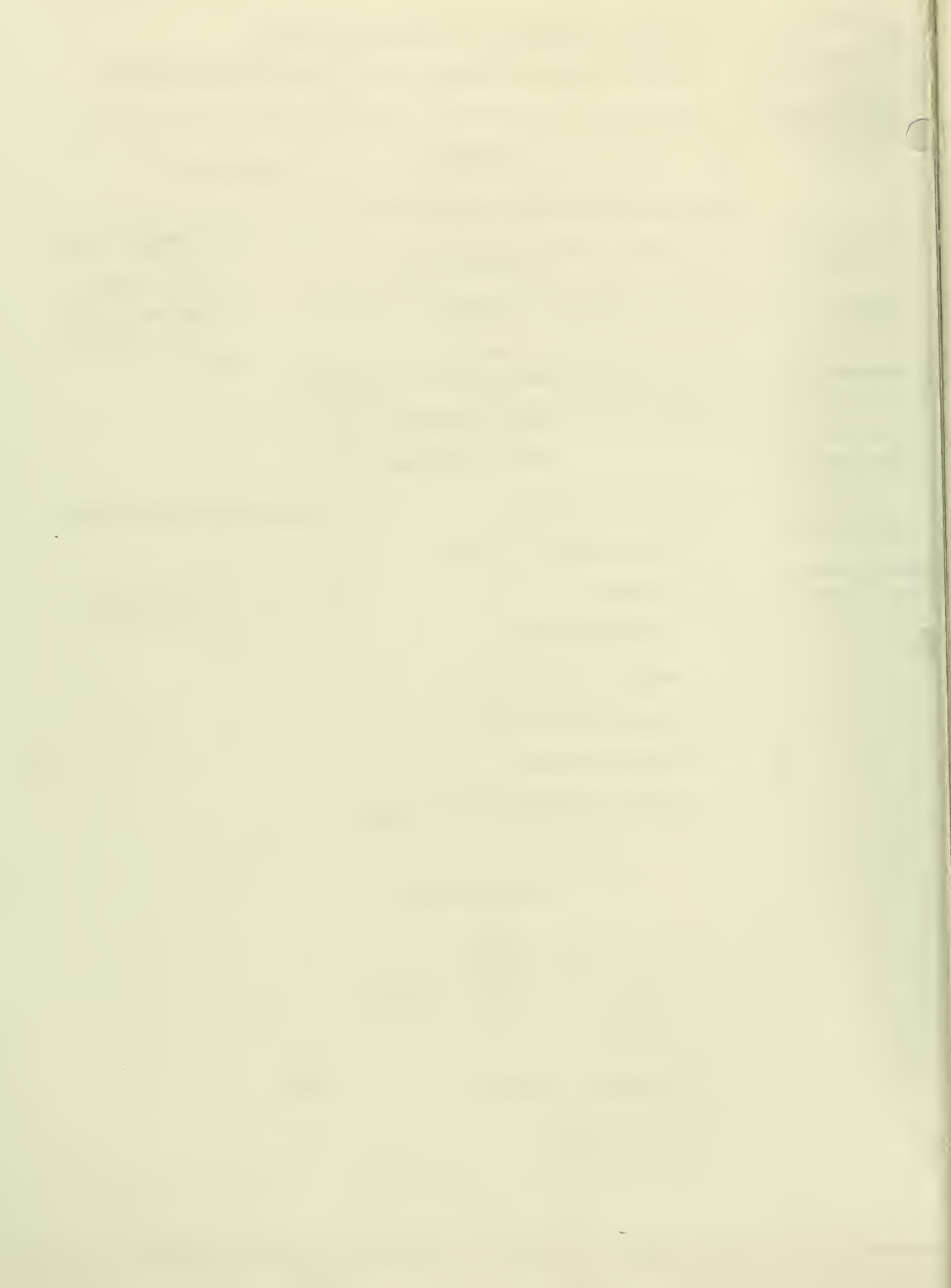
JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

DOCUMENTS DEPT.

MAY 30 1996

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Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
June 3, 1996**

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting May 20, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, May 20, 1996
- C. Executive Session, June 3, 1996
- D. Other announcements

(5) ELECTION OF OFFICERS

Over to the meeting of June 17, 1996, due to anticipated absence of a full Commission.

(6) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(6) Review of requests for approval of proposed personal services contracts
(File No. 0258-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2060-95/96	Public Health	\$75,000	Provide opportunities for Board and care (B and C) residents to meet and make friends with peers and to gain social and pre-vocational skills	Continuing	6/30/97
2061-95/96	Public Health	\$326,000	Provide tobacco prevention, evaluation and media services to implement state approved comprehensive tobacco control plan.	Continuing	6/30/98
4141-95/96	Adult Probation	\$72,472	Provide services for the Criminal Justice Treatment Network for Women (5 year Federal grant); program oversight, contract processing and monitoring, coordination of services and program evaluation.	Regular	6/30/97
4142-95/96	Airports Commission	\$700,000	Media campaigns to promote ground transportation services; includes development of radio, newspaper, and billboard ads; public relations promotions for business travelers and regular mass transit commuters.	Regular	6/27/98
4143-95/96	Sheriff's Office	\$500,000	Electronic Home Detention Monitoring Services to implement Penal Code Section 1203.016.	Regular	6/30/97
4144-95/96	Sheriff's Office	\$598,452	Provide housing, meals, and counseling for County Parolees transferred from County Jail to a Licensed Substance Abuse Facility.	Regular	6/30/97
4145-95/96	Sheriff's Office	\$175,200	Provide housing, meals, and counseling for County Parolees transferred from County Jail to a Licensed Substance Abuse Facility.	Regular	6/30/97
4146-95/96	Sheriff's Office	\$366,805	Provide housing, meals, and counseling for County Parolees transferred from County Jails to Licensed Substance Abuse Facilities	Regular	6/30/97
4147-95/96	Juvenile Probation	\$168,000	Provide pre-placement shelter services for delinquent youth. Program is an alternative to detention at Juvenile Hall and is intended to prepare youth for long-term placement by providing residential services in a treatment setting.	Regular	6/30/97
4148-95/96	Juvenile Probation	\$115,200	Court ordered home detention and supervision services for up to twenty youth, on a daily basis, to insure that they adhere to the conditions of their release.	Regular	6/30/97

0258-96-8 (Item 6 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4150-95/96	Public Health	\$498,000	Design and implementation of the Enterprise Access Directory (EAD), the interfaces with the INSYST application and the interfaces with other relevant SMS products/interfaces.	Regular	12/31/97
4151-95/96	Human Resources	\$125,000	Provide third-party administration or any part of the City's drug and alcohol testing program to ensure the City and County of San Francisco compliance with the drug and alcohol regulations from the Department of Transportation Federal Highway Admin.	Regular	12/31/98
4015-95/96	Airports Commission	Increase amount \$993,800 New Amount \$1,565,552	Represent the airlines' interest and act as their representative to ensure airline review of Master Plan projects, budget, designs, and coordination work is performed on a timely basis.	Regular	6/30/97
342-91/92	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase amount \$81,651 New Amount \$644,197	Provide biological monitoring and consultation to the Calaveras Pipeline Replacement Project regarding restoration, protection, and preservation of aquatic and terrestrial habitats throughout the remainder of construction and five years thereafter.	Regular	9/30/98
174C-94/95	Public Health	Increase amount \$225,784 New amount \$935,649	Provide employment for any individual of the target population over 16 years of age who desires paid employment.	Continuing	6/30/99
989-93/94	Public Health	Increase amount \$40,375 New amount \$70,375	Provide media services to implement state approved lead abatement and stip red light running campaign.	Regular	6/30/97

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(7) CONSENT AGENDA (ITEMS 7A THROUGH 7M)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(7A) Proposed procedures and guidelines for making exempt appointments under Charter Sections 10.104-16; 10.104-17; and 10.104-18 (File No. 0259-96-1)

Recommendation: Adopt; to be effective on July 1, 1996. Notify departments.

(7B) Update to the Civil Service Commission Departmental Affirmative Action Plan. (File No. 0260-96-1)

Recommendation: Over to the meeting of July 1, 1996

(7C) Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity (File No. 0243-96-5)

May 20, 1996: Post for adoption at the meeting of June 3, 1996 to be effective July 1, 1996.

Recommendation: Adopt; to be effective July 1, 1996.

(7D) Status rights for Quan Chiem in Class 1404 Clerk, Department of Parking and Traffic. (File No. 0261-96-5)

Recommendation: Grant permanent status to Quan Chiem in Class 1404 Clerk, Department of Parking and Traffic, subject to serving a six-month probationary period.

(7E) Status Rights for Armando A. Calma in Class 2302 Nursing Assistant, Department of Public Health, Laguna Honda Hospital. (File No. 0262-96-5)

Recommendation: Grant permanent status to Armando A. Calma in Class 2302 Nursing Assistant, Department of Public Health, Laguna Honda Hospital, subject to serving a six-month probationary period.

(7F) Status rights for Romeo Tagle in Class 2302 Nursing Assistant, Department of Public Health, SFGH (File No. 0263-96-5)

Recommendation: Grant permanent status to Romeo Tagle in Class 2302 Nursing Assistant, Department of Public Health, SFGH, subject to serving a six-month probationary period.

(7G) Status rights for Beverly Johnson in Class 1406 Senior Clerk, Office of the Treasurer/Tax Collector (File No. 0264-96-5)

Recommendation: Grant permanent status to Beverly Johnson in Class 1406 Senior Clerk, Office of the Treasurer/Tax Collector, subject to serving a six-month probationary period.

(7H) Determination of future employability: entrance probationary termination of Giovanna Biondi, Police Officer (Class Q-2), San Francisco Police Department (File No. 0213-96-7)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Ms. Biondi's attorney.

Recommendation: Over to the meeting of June 17, 1996 at the request of Ms. Biondi's attorney.

(7I) Determination of future employability: entrance probationary termination of Nolan Chan, Police Officer (Class Q-2), San Francisco Police Department (File No. 0214-96-7)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. Chan's attorney.

Recommendation: Over to the meeting of June 17, 1996 at the request of Mr. Chan's attorney.

(7J) Determination of future employability: entrance probationary termination of James Guglielmoni, Police Officer (Class Q-2), San Francisco Police Department (File No. 215-96-7)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. Guglielmoni's attorney.

Recommendation: Over to the meeting of June 17, 1996 at the request of Mr. Guglielmoni's attorney.

(7K) Determination of future employability: entrance probationary termination of Mark DeMita, Police Officer (Class Q-2), San Francisco Police Department (File No. 0216-96-7)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. DeMita's attorney.

Recommendation: Over to the meeting of June 17, 1996 at the request of Mr. DeMita's attorney.

(7L) Determination of future employability: Dismissal of Lori Aviles, General Laborer (Class 7514), Airports Commission. (File No. 0269-96-7)

Recommendation: Over to the meeting of June 17, 1996 at the request of Ms. Aviles' representative.

(7M) Appeal of promotive probationary termination by Larry Nebron, Principal Accountant (Class 1654), Treasurer/Tax Collector's Office (File No. 0266-96-7)

Recommendation: Over to the meeting of June 17, 1996 at the request of Mr. Nebron.

(8) REQUEST FOR RECONSIDERATION

Request for reconsideration by the Public Transportation Department of Civil Service Commission action of May 6, 1996 in the matter of the determination of future employability of Duff Rodgers, Transit Operator (Class 9163) following dismissal as a permanent employee (File No. 0121-96-7)

May 6, 1996: No restrictions on future employment
(Vote of 3 to 2: Commissioners Clopton and Munson dissent)

May 20, 1996: Over to the meeting of June 3, 1996 due to split vote (Vote of 2 to 2).

Open for discussion.

PART II - 3:00 P.M.

(9) EMPLOYEE SEPARATIONS (Items 9A through 9D)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the employee Separations agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

AUTOMATIC RESIGNATION
(Future Employability Only)

(9A) Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305) Department of Public Health. (File No. 0265-96-7)

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (9B) **Determination of future employability: entrance probationary termination of Eric Wright, Legal Assistant (Class 8173), Treasurer/Tax Collector's Office (File 0246-96-7)**

May 20, 1996: Over to the meeting of June 3, 1996, due to notification problem.

Recommendation of the Treasurer/Tax Collector:

Return name to the eligible list from which appointed in Class 8173 Legal Assistant. No future employment with the Treasurer/Tax Collector's Office.

APPEAL OF PROMOTIVE PROBATIONARY TERMINATION

- (9C) **Appeal of promotive probationary termination by Gwyn Leong, Senior Clerk Typist (Class 1426), Department of Public Health, San Francisco General Hospital (File No. 0267-96-7)**

Recommendation of the Department of Public Health, San Francisco General Hospital:

Approve the termination. Dismiss from the Service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (9D) **Determination of future employability: dismissal of Lena Soo Hoo, Senior Clerk Typist (Class 1426), Registrar of Voters (File No. 0268-96-7)**

Recommendation of the Registrar of Voters:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Registrar of Voters.

- (10) **COMMISSIONERS' NEW BUSINESS**

- (11) **HUMAN RESOURCES DIRECTOR'S REPORT**

(11A) Report on provisional announcements, permanent announcements, and eligible list adoption.

(11B) Transition of Court Classes

(11C) Report on Status of Eligible List Extensions

(12) **REQUESTS TO SPEAK**

(13) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

SF
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#5

6/3/96

MINUTES

Regular Meeting

June 3, 1996

2:00 p.m.

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TIME CONVENED

2:15 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Excused
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Present

MINUTES

Regular Meeting May 20, 1996

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, June 3, 1996 at 1:00 p.m. in Room 304A Veterans building to consider a personnel matter under the authority of government Code Section 54957 and to instruct its Labor Negotiator under the authority of Government Code Section 54957.6. Present were Commissioners Clopton, Kosturos, Munson, and Rios. The Commission considered the personnel matter and instructed its labor negotiator. Commissioner Rios was excused from the discussion on the personnel matter. The Commission approved extension of the "Peer Counselor" Program at the Public Transportation Department for up to an additional six months. (Vote of 3 to 1: Commissioner Rios dissented)

ELECTION OF OFFICERS

Over to the meeting of June 17, 1996, due to absence of a full Commission.

- 0121-96-7 Request for reconsideration by the Public Transportation Department of Civil Service Commission action of May 6, 1996 in the matter of the determination of future employability of Duff Rodgers, Transit Operator (Class 9163), following dismissal as a permanent employee (Item No. 8)**
- May 6, 1996: No restrictions on future employment
(Vote of 3 to 2: Commissioners Clopton and Munson dissent)
- May 20, 1996: Over to the meeting of June 3, 1996 due to split vote
(Vote of 2 to 2).
- Speakers: Pro: Barbara Conway, Department of Public Transportation
Robin Reitzes, City Attorney
Con: Steven McNichols, Attorney
Duff Rodgers
- Action: Grant the Public Transportation Department's request for reconsideration. Recalendar on June 17, 1996 for rehearing.
- 0213-96-7 Determination of future employability: entrance probationary termination of Giovanna Biondi, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7H)**
- May 6, 1996: Over to the meeting of June 3, 1996 at the request of Ms. Biondi's attorney.
- Action: Over to the meeting of June 17, 1996 at the request of Ms. Biondi's attorney.
- 0214-96-7 Determination of future employability: entrance probationary termination of Nolan Chan, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7I)**
- May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. Chan's attorney.
- Action: Over to the meeting of June 17, 1996 at the request of Mr. Chan's attorney.
- 215-96-7 Determination of future employability: entrance probationary termination of James Guglielmoni, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7J)**
- May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. Guglielmoni's attorney.
- Action: Over to the meeting of June 17, 1996 at the request of Mr. Guglielmoni's attorney.
- 0216-96-7 Determination of future employability: entrance probationary termination of Mark DeMita, Police Officer (Class Q-2), San Francisco Police Department (Item No. 7K)**
- May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. DeMita's attorney.
- Action: Over to the meeting of June 17, 1996 at the request of Mr. DeMita's attorney.

0243-96-5 Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity (Item No. 7C)

May 20, 1996: Post for adoption at the meeting of June 3, 1996 to be effective July 1, 1996.

Action: Adopt; to be effective July 1, 1996.

0246-96-7 Determination of future employability: entrance probationary termination of Eric Wright, Legal Assistant (Class 8173), Treasurer/Tax Collector's Office (Item No. 9B)

May 20, 1996: Over to the meeting of June 3, 1996, due to notification problem.

Action: Off calendar. Request for hearing withdrawn.

0258-96-8 Review of requests for approval of proposed personal services contracts (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2060-95/96	Public Health	\$75,000	Provide opportunities for Board and care (B and C) residents to meet and make friends with peers and to gain social and pre-vocational skills	Continuing	6/30/97
2061-95/96	Public Health	\$326,000	Provide tobacco prevention, evaluation and media services to implement state approved comprehensive tobacco control plan.	Continuing	6/30/98
4141-95/96	Adult Probation	\$72,472	Provide services for the Criminal Justice Treatment Network for Women (5 year Federal grant); program oversight, contract processing and monitoring, coordination of services and program evaluation.	Regular	6/30/97
4142-95/96	Airports Commission	\$700,000	Media campaigns to promote ground transportation services; includes development of radio, newspaper, and billboard ads; public relations promotions for business travelers and regular mass transit commuters.	Regular	6/27/98
4143-95/96	Sheriff's Office	\$500,000	Electronic Home Detention Monitoring Services to implement Penal Code Section 1203.016.	Regular	6/30/97
4144-95/96	Sheriff's Office	\$598,452	Provide housing, meals, and counseling for County Parolees transferred from County Jail to a Licensed Substance Abuse Facility.	Regular	6/30/97
4145-95/96	Sheriff's Office	\$175,200	Provide housing, meals, and counseling for County Parolees transferred from County Jail to a Licensed Substance Abuse Facility.	Regular	6/30/97

4146-95/96	Sheriff's Office	\$366,805	Provide housing, meals, and counseling for County Parolees transferred from County Jails to Licensed Substance Abuse Facilities	Regular	6/30/97
4147-95/96	Juvenile Probation	\$168,000	Provide pre-placement shelter services for delinquent youth. Program is an alternative to detention at Juvenile Hall and is intended to prepare youth for long-term placement by providing residential services in a treatment setting.	Regular	6/30/97
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4150-95/96	Public Health	\$498,000	Design and implementation of the Enterprise Access Directory (EAD), the interfaces with the INSYST application and the interfaces with other relevant SMS products/interfaces.	Regular	12/31/97
4151-95/96	Human Resources	\$125,000	Provide third-party administration or any part of the City's drug and alcohol testing program to ensure the City and County of San Francisco compliance with the drug and alcohol regulations from the Department of Transportation Federal Highway Admin.	Regular	12/31/98
4015-95/96	Airports Commission	Increase amount \$993,800 New Amount \$1,565,552	Represent the airlines' interest and act as their representative to ensure airline review of Master Plan projects, budget, designs, and coordination work is performed on a timely basis.	Regular	6/30/97
342-91/92	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase amount \$81,651 New Amount \$644,197	Provide biological monitoring and consultation to the Calaveras Pipeline Replacement Project regarding restoration, protection, and preservation of aquatic and terrestrial habitats throughout the remainder of construction and five years thereafter.	Regular	9/30/98
174C-94/95	Public Health	Increase amount \$225,784 New amount \$935,649	Provide employment for any individual of the target population over 16 years of age who desires paid employment.	Continuing	6/30/99
989-93/94	Public Health	Increase amount \$40,375 New amount \$70,375	Provide media services to implement state approved lead abatement and stip red light running campaign.	Regular	6/30/97

Speaker: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

0259-96-1 Proposed procedures and guidelines for making exempt appointments under Charter Sections 10.104-16; 10.104-17; and 10.104-18 (Item No. 7A)

Action: Adopt; to be effective on July 1, 1996. Notify departments.

0260-96-1 Update to the Civil Service Commission Departmental Affirmative Action Plan. (Item No. 7B)

Action: Over to the meeting of July 1, 1996.

0261-96-5 Status rights for Quan Chiem in Class 1404 Clerk, Department of Parking and Traffic. (Item No. 7D)

Action: Grant permanent status to Quan Chiem in Class 1404 Clerk, Department of Parking and Traffic, subject to serving a six-month probationary period.

0262-96-5 Status Rights for Armando A. Calma in Class 2302 Nursing Assistant, Department of Public Health, Laguna Honda Hospital. (Item No. 7E)

Action: Grant permanent status to Armando A. Calma in Class 2302 Nursing Assistant, Department of Public Health, Laguna Honda Hospital, subject to serving a six-month probationary period.

0263-96-5 Status rights for Romeo Tagle in Class 2302 Nursing Assistant, Department of Public Health, SFGH (Item No. 7F)

Action: Grant permanent status to Romeo Tagle in Class 2302 Nursing Assistant, Department of Public Health, SFGH, subject to serving a six-month probationary period.

0264-96-5 Status rights for Beverly Johnson in Class 1406 Senior Clerk, Office of the Treasurer/Tax Collector (Item No. 7G)

Action: Grant permanent status to Beverly Johnson in Class 1406 Senior Clerk, Office of the Treasurer/Tax Collector, subject to serving a six-month probationary period.

0265-96-7 Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305) Department of Public Health. (Item No. 9A)

Action: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

0266-96-7 Appeal of promotive probationary termination by Larry Nebron, Principal Accountant (Class 1654), Treasurer/Tax Collector's Office (Item No.7M)

Action: Over to the meeting of June 17, 1996 at the request of Mr. Nebron.

0267-96-7 Appeal of promotive probationary termination by Gwyn Leong, Senior Clerk Typist (Class 1426), Department of Public Health, San Francisco General Hospital (Item No. 9C)

Action: Over to the meeting of June 17, 1996 at the request of the Department of Public Health.

0268-96-7 Determination of future employability: dismissal of Lena Soo Hoo, Senior Clerk Typist (Class 1426), Registrar of Voters (Item No. 9D)

Action: Postpone pending resolution of grievance proceedings.

0269-96-7 Determination of future employability: Dismissal of Lori Aviles, General Laborer (Class 7514), Airports Commission. (Item No. 7L)

Action: Over to the meeting of June 17, 1996 at the request of Ms. Aviles' representative.

COMMISSIONERS' NEW BUSINESS (Item No. 10)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 11)

Report on provisional announcements, permanent announcements, and eligible list adoption. (Item No. 11A)

Transition of Court Classes (Item No. 11B)

Report on Status of Eligible List Extensions (Item No. 11C)

Action: Reports received; file.

REQUESTS TO SPEAK (Item No. 12)

None

ADJOURNMENT (Item No. 13)

The Civil Service Commission adjourned this meeting in memory of Julia Auyang, mother of Rod Auyang, Senior Departmental Personnel Officer, Department of Public Health - San Francisco General Hospital, who died on May 25, 1996.

Time of Adjournment: 3:35 p.m.



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
6/17/96

AGENDA

Regular Meeting
of
June 17, 1996

2:00 p.m.

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. ELECTION OF OFFICERS
6. RATIFICATION AGENDA
7. CONSENT AGENDA
8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS' NEW BUSINESS
10. REPORTS
11. REQUESTS TO SPEAK
12. ADJOURNMENT

Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
June 17, 1996**

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

A. Regular Meeting June 3, 1996

B. Amendment to Civil Service Commission Minutes of May 6, 1996 to correct omission.

(4) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, June 17, 1996

C. Other announcements

(5) ELECTION OF OFFICERS

June 3, 1996: Over to the meeting of June 17, 1996, due to anticipated absence of a full Commission.

(6) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(6) Review of requests for approval of proposed personal services contracts
(File No. 0286-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2062-95/96	Police Commission	\$376,250	Update job analysis for Class Q-35 Assistant Inspector; design, develop, and defend valid content-oriented test battery for Q-35 examination.	Continuing	6/30/99
2063-95/96	Public Health	\$75,000	Provide opportunities for Board and Care (B&C) residents to meet and make friends with peers and to gain social and pre-vocational skills.	Continuing	6/30/00
2064-95/96	Public Health	\$854,000	Provide treatment services for substance abusers with co-existing mental and physical disorders.	Continuing	6/30/00
2065-95/96	Public Health	\$310,000	Provide substance abuse outreach, education, information, treatment referral, and outpatient counseling services to youth in San Francisco.	Continuing	6/30/00
2066-95/96	Public Health	\$700,000	Provide 24-hour substance abuse detoxification and residential recovery services.	Continuing	6/30/00
2067-95/96	Public Health	\$2,000,000	Provide residential, drop-in, and client transportation services to substance abuse clients.	Continuing	6/30/00
2068-95/96	Public Health	\$1,000,000	Provide comprehensive substance abuse treatment services to Parolees.	Continuing	6/30/00
2069-95/96	Public Health	\$250,000	Provide self-help program which includes a community center, support groups, transportation services, information and referral services, peer case management and training for consumer providers.	Continuing	6/30/00
4152-95/96	Art Commission	\$800,000	Symphony POPS Concerts.	Regular	8/2/96
4153-95/96	Public Health	\$100,000	Provide as-needed, on-call professional licensed Physical and Occupational Therapists, Speech Pathologists and Physical Therapy Assistant with on-call availability, 7 days a week.	Regular	8/31/00

0286-96-8 (Item 6 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4154-95/96	Public Health	\$170,000	Provide inpatient services for special clients that cannot be placed in the existing Institute for Mental Disease (IMS's) programs.	Regular	6/30/97
4155-95/96	Public Health	\$375,000	Provide as-needed, on-call professional nurses to back-up civil service employees during scheduled and unscheduled staff absences.	Regular	9/30/00
4156-95/96	Public Health	\$360,000	Provide as-needed, pharmacists and technicians for use during unusually high patient activity or low staffing for back-up of civil service employees during scheduled and unscheduled staff absences..	Regular	9/30/00
4157-95/96	Public Transportation	\$480,000	Provide services to inspect, change, repair, and provide road call for leased tires.	Regular	6/30/00
327-94/95	City Planning	Increase amount \$150,000 New amount \$388,600	Provide exterior design/reconstruction of the existing Montgomery booth; continue operation of the existing Montgomery and Embarcadero booths; and operation of an electronic kiosk at the Montgomery booth.	Regular	6/30/97
88-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase amount \$500,000 New amount \$1,000,000	Provide power supply planning consultant services to Hetch Hetchy on an "as-needed" basis for a period of five years.	Regular	7/30/99

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(7) CONSENT AGENDA (ITEMS 7A THROUGH 7G)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(7A) Request for hearing of future employability of Duff Rodgers, Class 9163 Transit Operator, Public Transportation Department (File No. 0121-96-7)

Recommendation: Over to the meeting of July 15, 1996 at the request of the Public Transportation Department.

(7B) Salary Survey of Registered Nurse Classifications (Charter Section 8.403), 1996-97 (File No. 0296-96-3)

Recommendation: Adopt report; forward to the Board of Supervisors.

(7C) Proposed Charter amendment (First Draft) amending Section 7.102 and 15.105 to provide that appointees to the Juvenile Probation Commission serve at the pleasure of the Mayor. (Board of Supervisors File No. 248-96-1) (CSC File No. 0288-96-1)

Recommendation: Notify the Board of Supervisors that the proposed Charter Amendment does not affect matters within the jurisdiction of the Civil Service Commission.

(7D) Proposed amendment to Civil Service Commission Rule 20 - Leaves of Absence, Section 20.17 - Reimbursement of Vested and Unused Accumulated Sick Leave With Pay Credits Balance, to add Section 20.17.3 providing for the transfer of vested sick leave by qualified employees of the Adult and Juvenile Probation Departments to reduce shortages in their City retirement accounts in order to facilitate the transfer of prior service to the California Public Employees Retirement System as provided by Charter Section A8.506-2. (File No. 0289-96-5)

Recommendation: Post for adoption at the meeting of July 1, 1996; to be effective on July 1, 1996. (This matter is simultaneously being processed for Board of Supervisors approval as required by Charter).

(7E) Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0405-95-7)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

March 3, 1996: Postpone to the meeting of April 1, 1996 at the request of Local 790.

April 1, 1996: Postpone to the meeting of May 6, 1996 at the request of Local 790.

May 6, 1996: Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.

Recommendation: Off calendar at the request of Mr. Belamide's representative pending resolution of grievance.

(7F) Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (File No. 0647-95-7)

January 8, 1996: Off calendar at the request of Ms. Gray's attorney pending resolution of grievance.

March 4, 1996: Off calendar at the request of Local 790.

April 15, 1996: Postpone to the meeting of May 6, 1996 at the request of Local 790.

May 6, 1996: Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.

Recommendation: Off calendar at the request of Ms. Gray's representative pending resolution of grievance.

(7G) Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Social Services) (File No. 0290-96-7)

Recommendation: Over to the meeting of July 1, 1996 at the request of the Department of Social Services.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8I)

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

(8A) Determination of future employability: entrance probationary termination of Giovanna Biondi, Police Officer (Class Q-2), San Francisco Police Department (File No. 0213-96-7)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Ms. Biondi's attorney.

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Ms. Biondi's attorney.

Recommendation of the San Francisco Police Department:

No restrictions on future employment.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8B) Determination of future employability: entrance probationary termination of Nolan Chan, Police Officer (Class Q-2), San Francisco Police Department (File No. 0214-96-7)**

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. Chan's attorney.

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Chan's attorney.

Recommendation of the San Francisco Police Department:

No restrictions on future employment.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8C) Determination of future employability: entrance probationary termination of James Guglielmoni, Police Officer (Class Q-2), San Francisco Police Department (File No. 215-96-7)**

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. Guglielmoni's attorney.

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Guglielmoni's attorney.

Recommendation of the San Francisco Police Department:

No restrictions on future employment.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8D) Determination of future employability: entrance probationary termination of Mark DeMita, Police Officer (Class Q-2), San Francisco Police Department (File No. 0216-96-7)**

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. DeMita's attorney.

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. DeMita's attorney.

Recommendation of the San Francisco Police Department:

No restrictions on future employment.

APPEAL OF PROMOTIVE PROBATIONARY TERMINATION

- (8E) Appeal of promotive probationary termination by Larry Nebron, Principal Accountant (Class 1654), Treasurer/Tax Collector's Office (File No. 0266-96-7)**

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Nebron.

Recommendation of the Treasurer/Tax Collector's Office:

Approve the termination. Reinstate to a position in the class from which promoted in Class 1652 Senior Accountant. Return name to the eligible list from which appointed in Class 1654 Principal Accountant. No future employment with the Treasurer/Tax Collector's Office.

APPEAL OF PROMOTIVE PROBATIONARY TERMINATION

- (8F) Appeal of promotive probationary termination by Gwyn Leong, Senior Clerk Typist (Class 1426), Department of Public Health, San Francisco General Hospital (File No. 0267-96-7)**

June 3, 1996: Over to the meeting of June 17, 1996 at the request of the Department of Public Health.

Recommendation of the Department of Public Health, San Francisco General Hospital:

Approve the termination. Dismiss from the Service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

AUTOMATIC RESIGNATION
(Future Employability Only)

- (8G) Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305) Department of Public Health. (File No. 0265-96-7)**

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8H) **Determination of future employability: dismissal of Lori Aviles, General Laborer (Class 7514), Airports Commission. (File No. 0269-96-7)**

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Ms. Aviles' representative.

Recommendation of Airports Commission:

Cancel any current examination and eligibility status. No future employment with the Airports Commission. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8I) **Determination of future employability: dismissal of Art Marks, Electrical Transit Service Worker (Class 7409), Public Transportation Department (File No. 0291-96-7)**

Recommendation of the Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Public Transportation Department.

- (9) **COMMISSIONERS' NEW BUSINESS**

- (10) **HUMAN RESOURCES DIRECTOR'S REPORT**

(10A) Report on provisional appointments in the City work force

(10B) Progress report on class consolidation project

(10C) Information systems classification study

- (11) **REQUESTS TO SPEAK**

- (12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CF
C65
#5
6/17/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

MINUTES

Agenda for Regular Meeting June 17, 1996

2:00 p.m.

TIME CONVENED

2:00 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

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Commissioner Karen Clopton presided.

MINUTES

A. Regular Meeting June 3, 1996

Action: Approve

B. Amendment to Civil Service Commission Minutes of May 6, 1996 to correct omission.

Action: Amend the Civil Service Commission Minutes of May 6, 1996 to reflect that Commissioner Juan Rios did not participate in the discussion on the personnel matter during the closed session on May 6, 1996.

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, June 17, 1996 at 1:00 p.m. in Room 304A Veterans Building, to discuss a personnel matter under the authority of California Government Code Section 54957; and to confer with the labor negotiator under the authority of California Government Code Section 54957.6. Present were Commissioners Clopton, Pon, and Munson. No action was taken.

ELECTION OF OFFICERS

June 3, 1996: Over to the meeting of June 17, 1996, due to absence of a full Commission.

Action: Over to the meeting of July 1, 1996 due to absence of a full Commission.

0405-95-7 Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 7E)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

March 3, 1996: Postpone to the meeting of April 1, 1996 at the request of Local 790.

April 1, 1996: Postpone to the meeting of May 6, 1996 at the request of Local 790.

May 6, 1996: Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.

Action: Postpone at the request of Mr. Belamide's representative pending resolution of grievance.

0647-95-7 Determination of future employability: entrance probationary termination of Zenola Gray, Police Communications Dispatcher (Class 8238), San Francisco Police Department (Item No. 7F)

January 8, 1996: Off calendar at the request of Ms. Gray's attorney pending resolution of grievance.

March 4, 1996: Off calendar at the request of Local 790.

April 15, 1996: Postpone to the meeting of May 6, 1996 at the request of Local 790.

May 6, 1996: Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.

Action: Postpone at the request of Ms. Gray's representative pending resolution of grievance.

0121-96-7 Request for hearing of future employability of Duff Rodgers, Class 9163 Transit Operator, Public Transportation Department (Item No. 7A)

Action: Over to the meeting of July 15, 1996 at the request of the Public Transportation Department.

0213-96-7 Determination of future employability: entrance probationary termination of Giovanna Biondi, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8A)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Ms. Biondi's attorney.

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Ms. Biondi's attorney.

Speakers: Pro: Lt. Alan Mould, San Francisco Police Department
 Con: Giovanna Biondi

Action: No restrictions on future employment.

0214-96-7 Determination of future employability: entrance probationary termination of Nolan Chan, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8B)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. Chan's attorney.

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Chan's attorney.

Speakers: Pro: Lt. Alan Mould, San Francisco Police Department
 Con: Nolan Chan

Action: No restrictions on future employment.

0215-96-7 Determination of future employability: entrance probationary termination of James Guglielmoni, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8C)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. Guglielmoni's attorney.

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Guglielmoni's attorney.

Speakers: Pro: Lt. Alan Mould, San Francisco Police Department
 Con: James Guglielmoni

Action: No restrictions on future employment.

0216-96-7 Determination of future employability: entrance probationary termination of Mark DeMita, Police Officer (Class Q-2), San Francisco Police Department (Item No. 8D)

May 6, 1996: Over to the meeting of June 3, 1996 at the request of Mr. DeMita's attorney.

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. DeMita's attorney.

Speakers: None

Action: No restrictions on future employment. (Mr. DeMita failed to appear).

0265-96-7 Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305) Department of Public Health. (Item No. 8G)

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

Action: Over to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

0266-96-7 Appeal of promotive probationary termination by Larry Nebron, Principal Accountant (Class 1654), Treasurer/Tax Collector's Office (Item No. 8E)

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Nebron.

Action: Off calendar; appeal withdrawn.

0267-96-7 Appeal of promotive probationary termination by Gwyn Leong, Senior Clerk Typist (Class 1426), Department of Public Health, San Francisco General Hospital (Item No. 8F)

June 3, 1996: Over to the meeting of June 17, 1996 at the request of the Department of Public Health.

Speakers: Pro: Michael Brown, San Francisco General Hospital
 Con: Tod Cochran, Representative

Action: Approve the termination. Reinstate to a position in the class from which promoted in Class 1424 Clerk Typist. Future employment in any other class subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience as a Class 1424 Clerk Typist. No future employment with the Department of Public Health.

0269-96-7 Determination of future employability: dismissal of Lori Aviles, General Laborer (Class 7514), Airports Commission. (Item No. 8H)

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Ms. Aviles' representative.

Action: Over to the meeting of July 1, 1996 at the request of Laborers' Local 261.

0286-96-8 Review of requests for approval of proposed personal services contracts (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2062-95/96	Police Commission	\$376,250	Update job analysis for Class Q-35 Assistant Inspector; design, develop, and defend valid content-oriented test battery for Q-35 examination.	Continuing	6/30/99
2063-95/96	Public Health	\$75,000	Provide opportunities for Board and Care (B&C) residents to meet and make friends with peers and to gain social and pre-vocational skills.	Continuing	6/30/00
2064-95/96	Public Health	\$854,000	Provide treatment services for substance abusers with co-existing mental and physical disorders.	Continuing	6/30/00
2065-95/96	Public Health	\$310,000	Provide substance abuse outreach, education, information, treatment referral, and outpatient counseling services to youth in San Francisco.	Continuing	6/30/00
2066-95/96	Public Health	\$700,000	Provide 24-hour substance abuse detoxification and residential recovery services.	Continuing	6/30/00
2067-95/96	Public Health	\$2,000,000	Provide residential, drop-in, and client transportation services to substance abuse clients.	Continuing	6/30/00
2068-95/96	Public Health	\$1,000,000	Provide comprehensive substance abuse treatment services to Parolees.	Continuing	6/30/00
2069-95/96	Public Health	\$250,000	Provide self-help program which includes a community center, support groups, transportation services, information and referral services, peer case management and training for consumer providers.	Continuing	6/30/00
4152-95/96	Art Commission	\$800,000	Symphony POPS Concerts.	Regular	8/02/96
4153-95/96	Public Health	\$100,000	Provide as-needed, on-call professional licensed Physical and Occupational Therapists, Speech Pathologists and Physical Therapy Assistant with on-call availability, 7 days a week.	Regular	8/31/00

0286-96-8 (Item 6 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4154-95/96	Public Health	\$170,000	Provide inpatient services for special clients that cannot be placed in the existing Institute for Mental Disease (IMS's) programs.	Regular	6/30/97
4155-95/96	Public Health	\$375,000	Provide as-needed, on-call professional nurses to back-up civil service employees during scheduled and unscheduled staff absences.	Regular	9/30/00
4156-95/96	Public Health	\$360,000	Provide as-needed, pharmacists and technicians for use during unusually high patient activity or low staffing for back-up of civil service employees during scheduled and unscheduled staff absences..	Regular	9/30/00
4157-95/96	Public Transportation	\$480,000	Provide services to inspect, change, repair, and provide road call for leased tires.	Regular	6/30/00
327-94/95	City Planning	Increase amount \$150,000 New amount \$388,600	Provide exterior design/reconstruction of the existing Montgomery booth; continue operation of the existing Montgomery and Embarcadero booths; and operation of an electronic kiosk at the Montgomery booth.	Regular	6/30/97
88-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase amount \$500,000 New amount \$1,000,000	Provide power supply planning consultant services to Hetch Hetchy on an "as-needed" basis for a period of five years.	Regular	7/30/99

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

0288-96-1 Proposed Charter amendment (First Draft) amending Section 7.102 and 15.105 to provide that appointees to the Juvenile Probation Commission serve at the pleasure of the Mayor. (Board of Supervisors File No. 248-96-1) (CSC Item No. 7C)

Action: Notify the Board of Supervisors that the proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

- 0289-96-5 Proposed amendment to Civil Service Commission Rule 20 - Leaves of Absence, Section 20.17 - Reimbursement of Vested and Unused Accumulated Sick Leave With Pay Credits Balance, to add Section 20.17.3 providing for the transfer of vested sick leave by qualified employees of the Adult and Juvenile Probation Departments to reduce shortages in their City retirement accounts in order to facilitate the transfer of prior service to the California Public Employees Retirement System as provided by Charter Section A8.506-2. (Item No. 7D)**

Action: Post for adoption at the meeting of July 1, 1996; to be effective on July 1, 1996. (This matter is simultaneously being processed for Board of Supervisors approval as required by Charter).

- 0290-96-7 Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Social Services) (Item No. 7G)**

Action: Over to the meeting of July 1, 1996 at the request of the Department of Social Services.

- 0291-96-7 Determination of future employability: dismissal of Art Marks, Electrical Transit Service Worker (Class 7409), Public Transportation Department (Item No. 8I)**

Speakers: None

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Public Transportation Department. (Mr. Marks failed to appear).

- 0296-96-3 Salary Survey of Registered Nurse Classifications (Charter Section 8.403), 1996-97 (Item No. 7B)**

Speakers: Ramona George
Edward Gazzano, Department of Public Health

Action: Adopt report; forward to the Board of Supervisors.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

1. **Statement of Commissioner Karen Clopton:**

"Through service on the San Francisco City and County Civil Service Commission (CSC) and the Board of Directors of the Bayview Hunters Point Foundation (BVHPF) I have faithfully carried out my Black Baptist training to "let my little light shine." On June 13, 1996, SEIU Local 790

leafleted the city with a flyer disparaging me personally and the law firm where I practice. Among the many libelous allegations directed at me were statements of "conflicts of interest" between the two bodies I serve. The public record reflects that whenever a contract has been under consideration by CSC that involves the BVHPF, I have requested and been granted permission to abstain from decision-making process by the CSC.

"The leaflet alleges that the CSC 'overseas (sic) worker complaints in the community.' This is totally false. The CSC oversees the personnel merit system for municipal employees to ensure a hiring and promotion process free from political patronage, nepotism, racism and cronyism.

"The leaflet also alleges that I refuse to recognize Local 790. First, I do not have the power or authority to recognize Local 790 on behalf of BVHPF. Second, I have repeatedly told agents of Local 790 that if they wish to represent BVHPF employees, they should file a petition for an election with the National Labor Relations Board.

"Instead of going through the appropriate legal channels to secure a fair and neutral election, the Union has chosen to attempt to intimidate me and other members of the BVHPF Board of Directors. In fact, agents of Local 790 have called me and requested a meeting to discuss "continued funding of the CSC" and the Union's "program" for BVHPF. I have declined. I am not a politician and I don't make deals that compromise my integrity and commitment to both the CSC and BVHPF.

"I will not meet with agents of Local 790 on behalf of BVHPF unless they have been duly elected and certified as the collective bargaining representative of the employees of BVHPF.

"More importantly, despite the unethical, unlawful and unwise tactics of Local 790 in this matter, City and County employees who are represented by Local 790 before the CSC will continue to be treated in a fair and impartial manner by me. As a former Union representative for SEIU and as an African-American woman, I understand and strongly believe in the right of employees to choose their collective bargaining representative.

"Finally, I wish to state that those of us who serve on the CSC and BVHPF Board of Directors and other non-profit or civic organizations, volunteer our time and resources because we believe in their mission for the greater good. My volunteer work for BVHPF is motivated by a deep desire to give back to the African American community in a meaningful way. Growing up in South Central Los Angeles, attending Belmont Baptist Church and being educated in segregated (albeit "de facto") public schools taught me that I have an obligation to do so. For me, it has never been an option to do otherwise. In high school, I lost classmates to drive-by shootings and gang violence, so BVHPF's programs for youth violence prevention and alternatives and grief programs for families of victims of gang-violence among their many other exemplary services to the largely African American BVHP community have personal significance for me. I am proud to be small part of the organization as we celebrate its 25th anniversary and I am proud of the many selfless hard-working staff members who care deeply about their clients and their work. As always, I

remain at their service.”

2. Request for Report:

Commissioner A. Lee Munson requested a written report at the July 1, 1996 Civil Service Commission meeting on the scoring standards and qualifications of eligibles on civil service eligible lists where the range of scores is from a top score of 1000 (100%) to as low as 400; and the scoring standards utilized for flexible staffing eligible lists.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

1. Report on provisional appointments in the City work force (Item No. 10A)
2. Progress report on class consolidation project (Item No. 10B)
3. Information systems classification study (Item No. 10C)

Action: Reports received; file.

REQUESTS TO SPEAK (Item No. 11)

None

ADJOURNMENT (Item No. 12)

3:25 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65

#4

7/1/96

AGENDA

Regular Meeting

of

July 1, 1996

2:00 p.m.

Room 428

Veterans Building, 401 Van Ness Avenue

Order of Business

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. ELECTION OF OFFICERS
6. RATIFICATION AGENDA
7. CONSENT AGENDA
8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS' NEW BUSINESS
10. REQUESTS TO SPEAK
11. ADJOURNMENT

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JUN 26 1996

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KAREN CLOPTON
PRESIDENT

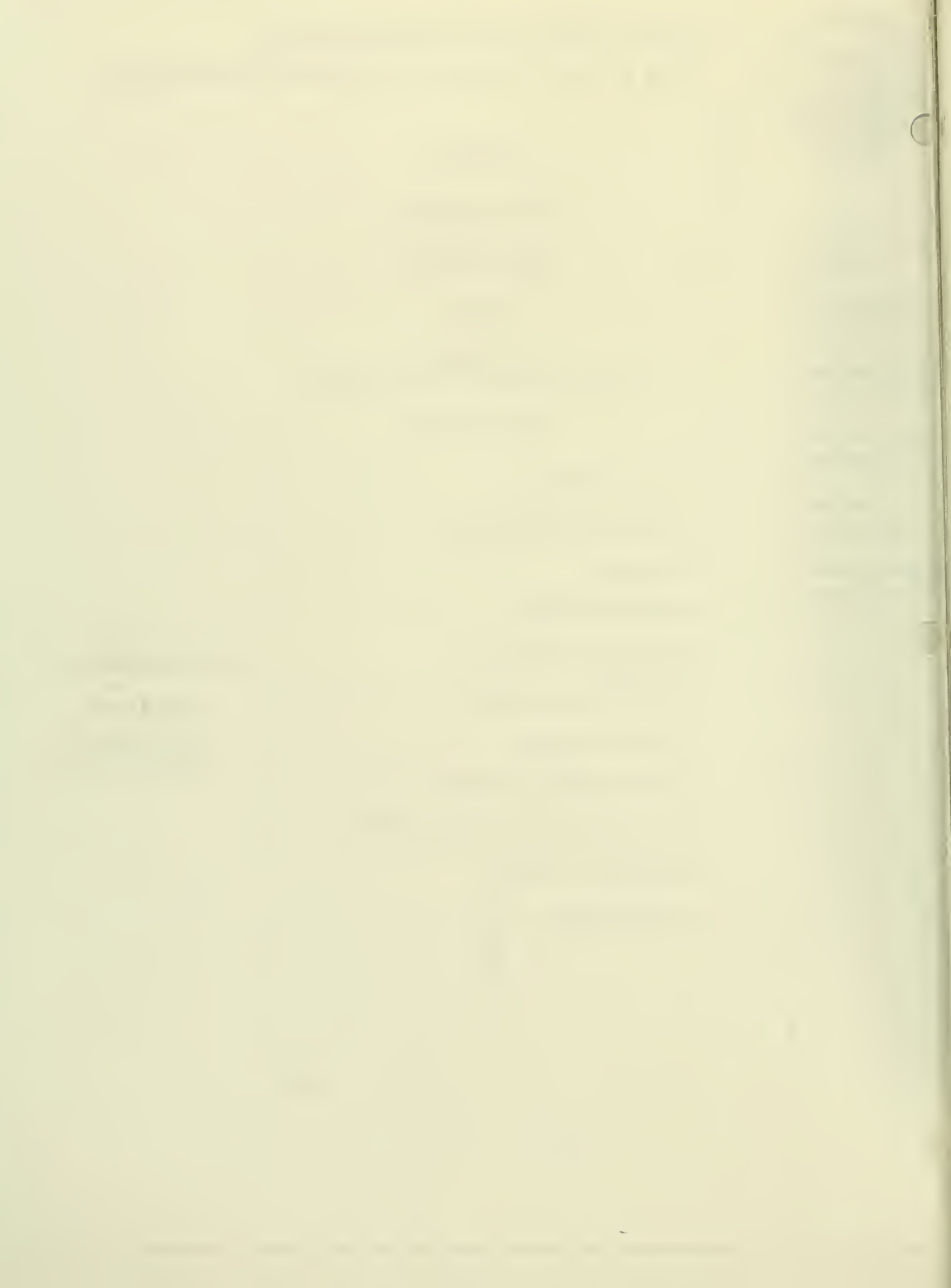
ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
July 1, 1996**

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting June 17, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, July 1, 1996
- C. Other announcements

(5) ELECTION OF OFFICERS

June 3, 1996: Over to the meeting of June 17, 1996, due to absence of a full Commission.

June 17, 1996: Over to the meeting of July 1, 1996 due to absence of a full Commission.

Open for action.

(6) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(6) Review of requests for approval of proposed personal services contracts
(File No. 0309-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-96/97	Public Health	\$692,000	Provide prevention services including outreach, single/multiple group session interventions, one-on-one counseling and prevention case management to men and women who have sex with men, women, and/or intravenous drug users.	Continuing	6/30/98
4000-96/97	Airports Commission	\$81,600	Will customize the aviation data systems collection and analysis of terminal records to record and verify all air carriers, scheduled commuter and general aviation operations at SFLA.	Regular	6/30/97
4001-96/97	Airports Commission	\$59,132	Design and print the 1995 Annual Report within a two-week period.	Regular	6/30/97
4002-96/97	Airports Commission	\$250,000	Will assist the Airport in acquiring environmental permits and approvals from various Federal and State resource agencies.	Regular	6/30/97
4003-96/97	Human Resources	To be determined	Provide review and reduction of workers' compensation medical bills, cost containment network of preferred medical providers, bill audit and related services.	Regular	6/30/97
4004-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount \$21,000 New Amount \$362,000	Will continue to advise the Public Utilities Commission on the economic impacts of water shortage on SF's water service area.	Regular	6/30/97
4005-96/97	Public Health	\$70,000	Organizational development consultation services at San Francisco General Hospital and Laguna Honda Hospital.	Regular	6/30/97
4006-96/97	Public Works	\$80,000	Provide specialized computer programming services; also provide expertise for developing specific work details and technical guidance in the administration of another contract awarded for computer programming.	Regular	6/30/98
4007-96/97	Public Works	\$120,000	Will service, repair and supply parts for the HVAC Trane System on an as-needed basis at the Water Pollution Control Plant facilities.	Regular	6/30/00
4008-96/97	Public Works	\$3,294,000	Will maintain monitoring of instrumentation and control system throughout the Bureau of Water Pollution Control (Bureau) and augment 22 Bureau employees in servicing and repairing the instrumentation & control system.	Regular	6/30/99

0309-96-8 (Item 6 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
773-93/94	Controller	Increase amount \$1,750,000 New amount \$6,250,000	Continuing consulting services pertaining to the post implementation, configuration, training, and customization of the Accounting, Budgeting, procurement, and related modules that replaced the City's prior financial systems.	Regular	6/30/98
002C-94/95	Public Health	Increase amount \$48,000 New amount \$120,000	Operation of a Community Support Center for pregnant and postpartum African-American women.	Continuing	6/30/99
299-94/95	Public Health	Increase amount \$16,500 New amount \$66,000	Outreach workers will refer appropriate women to the PHREDA Project; provide appropriate prevention messages concerning substance abuse, violence, cigarette smoking and sexually transmitted diseases, including HIV.	Regular	6/30/99
161-94/95	Public Works	Increase amount \$105,000 New amount \$140,000	Sort benthic invertebrate infauna samples from 0.5mm and 1.0mm mesh sieves into the following taxonomic groups; Polychaete, Mollusca, Crustacea, Echinodermata and miscellaneous during the period from 7/1/94 through 6/30/98.	Regular	6/30/98
164-94/95	Public Works	Increase amount \$105,000 New amount \$140,000	Provide a research vessel for mandatory environmental surveys of the Southwest Ocean Outfall.	Regular	6/30/98
226-94/95	Public Works	Increase amount \$405,000 New amount \$540,000	Analyze wastewater, marine tissues and sediment samples for toxic elements, organics, pesticides, other priority pollutants and hazardous materials as required by Federal and State regulatory agencies.	Regular	6/30/98

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(7) CONSENT AGENDA (ITEMS 7A THROUGH 7E)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

- (7A) Proposed amendment to Civil Service Commission Rule 20 - Leaves of Absence, Section 20.17 - Reimbursement of Vested and Unused Accumulated Sick Leave With Pay Credits Balance, to add Section 20.17.3 providing for the transfer of vested sick leave by qualified employees of the Adult and Juvenile Probation Departments to reduce shortages in their City retirement accounts in order to facilitate the transfer of prior service to the California Public Employees Retirement System as provided by Charter Section A8.506-2. (File No. 0289-96-5)**

June 17, 1996: Post for adoption at the meeting of July 1, 1996; to be effective on July 1, 1996. (This matter is simultaneously being processed for Board of Supervisors approval as required by Charter).

Recommendation: Adopt; forward to the Board of Supervisors for approval as required by Charter section 10.101.

- (7B) Update to the Civil Service Commission Departmental Affirmative Action Plan. (File No. 0260-96-1)**

June 3, 1996: Over to the meeting of July 1, 1996.

Recommendation: Off calendar pending completion of revised plan after personnel changes in Fiscal Year 1996-97 Budget are finalized.

- (7C) Quarterly monitoring report by the Department of Human Resources on Expanded Certification Rules (File No. 0310-96-5)**

Recommendation Report received; file.

- (7D) Determination of future employability: entrance probationary termination of Richard M. Schneider, Parts Storekeeper (Class 1929), Department of Public Transportation (File No. 0311-96-7)**

Recommendation: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

(7E) HUMAN RESOURCES DIRECTOR'S REPORT

- (7E.1) Report on status of eligible list extensions**
Report received; file.

- (7E.2) Request for Report:** Commissioner A. Lee Munson requested a written report at the July 1, 1996 Civil Service Commission meeting on the scoring standards and qualifications of eligibles on civil service eligible lists where the range of scores is from a top score of 1000 (100%) to as low as 400; and the scoring standards utilized for flexible staffing eligible lists.

Recommendation: Over to the meeting of July 15, 1996.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8C)

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

(8A) Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Social Services) (File No. 0290-96-7)

June 17, 1996: Over to the meeting of July 1, 1996 at the request of the Department of Social Services.

Recommendation: Dismiss from the City and County Service. Cancel any current examination and eligibility status. Any future employment with the Department of Social Services shall be subject to review and approval of the Human Resources Director upon completion of two years' verifiable work experience outside the City and County of San Francisco at the professional level of social worker in a mid to large six agency.

AUTOMATIC RESIGNATION
(Future Employability Only)

(8B) Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305) Department of Public Health. (File No. 0265-96-7)

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

June 17, 1996: Over to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8C) **Determination of future employability: dismissal of Lori Aviles, General Laborer (Class 7514), Airports Commission. (File No. 0269-96-7)**

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Ms. Aviles' representative.

June 17, 1996: Over to the meeting of July 1, 1996 at the request of Laborers' Local 261.

Recommendation of Airports Commission:

Cancel any current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

- (9) **COMMISSIONERS' NEW BUSINESS**

- (10) **REQUESTS TO SPEAK**

- (11) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65

#5

7/1/96

MINUTES

Regular Meeting
July 1, 1996
2:00 p.m.

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

CALL TO ORDER

2:30 p.m.

COMMISSIONER ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Present

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MINUTES

Regular Meeting June 17, 1996

Action: Approve

ANNOUNCEMENTS

The Civil Service Commission held Special Meeting in Executive Session (closed session) on Monday, July 1, 1996 at 1:00 p.m. in Room 304A Veterans Building, to discuss a personnel matter under the authority of California Government Code Section 54957. Present were Commissioners Clopton, Pon, Kosturos and Munson. In accordance with the process dictated by Charter Section 10.103, the Commission concluded its search for a Human Resources Director and nominated one person to the Mayor for his consideration as Human Resources Director.

ELECTION OF OFFICERS

June 3, 1996: Over to the meeting of June 17, 1996, due to absence of a full Commission.

June 17, 1996: Over to the meeting of July 1, 1996 due to absence of a full Commission.

Action: Commissioner Karen Clopton was elected President and Commissioner Adrienne Pon, Vice President, for the terms of office expiring May 31, 1997.

0260-96-1 Update to the Civil Service Commission Departmental Affirmative Action Plan (Item No. 7B)

June 3, 1996: Over to the meeting of July 1, 1996.

Action: Off calendar pending completion of revised plan after personnel changes in Fiscal Year 1996-97 Budget are finalized.

- 0265-96-7 Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305) Department of Public Health. (Item No. 8B)**
- June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.
- June 17, 1996: Over to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.
- Action: Over to the meeting of July 15, 1996 at the request of Local 250.
- 0269-67-7 Determination of future employability: dismissal of Lori Aviles, General Laborer (Class 7514), Airports Commission (Item No. 8.C)**
- June 3, 1996: Over to the meeting of June 17, 1996 at the request of Ms. Aviles' representative.
- June 17, 1996: Over to the meeting of July 1, 1996 at the request of Laborers' Local 261.
- Speakers: Pro: Jim Ilnicki/Ray Johnson, Airport
 Con: Bob McDonnell, Local 261; Lori Aviles
- Action: Cancel any current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.
- 0289-96-5 Proposed amendment to Civil Service Commission Rule 20 - Leaves of Absence, Section 20.17 - Reimbursement of Vested and Unused Accumulated Sick Leave With Pay Credits Balance, to add Section 20.17.3 providing for the transfer of vested sick leave by qualified employees of the Adult and Juvenile Probation Departments to reduce shortages in their City retirement accounts in order to facilitate the transfer of prior service to the California Public Employees Retirement System as provided by Charter Section A8.506-2. (Item No. 7A)**
- June 17, 1996: Post for adoption at the meeting of July 1, 1996; to be effective on July 1, 1996. (This matter is simultaneously being processed for Board of Supervisors approval as required by Charter).
- Action: Adopt; forward to the Board of Supervisors for approval as required by Charter section 10.101.
- 0290-96-7 Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Social Services (Item No.8A)**
- June 17, 1996: Over to the meeting of July 1, 1996 at the request of the Department of Social Services.
- Action: Off calendar pending resolution of grievance.

0309-96-8 Review of requests for approval of proposed personal services contracts (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-96/97	Public Health	\$692,000	Provide prevention services including outreach, single/multiple group session interventions, one-on-one counseling and prevention case management to men and women who have sex with men, women, and/or intravenous drug users.	Continuing	6/30/98
4000-96/97	Airports Commission	\$81,600	Will customize the aviation data systems collection and analysis of terminal records to record and verify all air carriers, scheduled commuter and general aviation operations at SFLA.	Regular	6/30/97
4001-96/97	Airports Commission	\$59,132	Design and print the 1995 Annual Report within a two-week period.	Regular	6/30/97
4002-96/97	Airports Commission	\$250,000	Will assist the Airport in acquiring environmental permits and approvals from various Federal and State resource agencies.	Regular	6/30/97
4003-96/97 <i>Over to the meeting of July 15, 1996</i>	Human Resources	To be determined	Provide review and reduction of workers' compensation medical bills, cost containment network of preferred medical providers, bill audit and related services.	Regular	6/30/97
4004-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase Amount \$21,000 New Amount \$362,000	Will continue to advise the Public Utilities Commission on the economic impacts of water shortage on SF's water service area.	Regular	6/30/97
4005-96/97	Public Health	\$70,000	Organizational development consultation services at San Francisco General Hospital and Laguna Honda Hospital.	Regular	6/30/97
4006-96/97 <i>Over to the meeting of July 15, 1996</i>	Public Works	\$80,000	Provide specialized computer programming services; also provide expertise for developing specific work details and technical guidance in the administration of another contract awarded for computer programming.	Regular	6/30/98
4007-96/97	Public Works	\$120,000	Will service, repair and supply parts for the HVAC Trane System on an as-needed basis at the Water Pollution Control Plant facilities.	Regular	6/30/00
4008-96/97	Public Works	\$3,294,000	Will maintain monitoring of instrumentation and control system throughout the Bureau of Water Pollution Control (Bureau) and augment 22 Bureau employees in servicing and repairing the instrumentation & control system.	Regular	6/30/99

0309-96-8 (Item 6 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
773-93/94	Controller	Increase amount \$1,750,000 New amount \$6,250,000	Continuing consulting services pertaining to the post implementation, configuration, training, and customization of the Accounting. Budgeting, procurement, and related modules that replaced the City's prior financial systems.	Regular	6/30/98
002C-94/95	Public Health	Increase amount \$48,000 New amount \$120,000	Operation of a Community Support Center for pregnant and postpartum African-American women.	Continuing	6/30/99
299-94/95	Public Health	Increase amount \$16,500 New amount \$66,000	Outreach workers will refer appropriate women to the PHREDA Project; provide appropriate prevention messages concerning substance abuse, violence, cigarette smoking and sexually transmitted diseases, including HIV.	Regular	6/30/99
161-94/95	Public Works	Increase amount \$105,000 New amount \$140,000	Sort benthic invertebrate infauna samples from 0.5mm and 1.0mm mesh sieves into the following taxonomic groups; Polychaete, Mollusca, Crustacea, Echinodermata and miscellaneous during the period from 7/1/94 through 6/30/98.	Regular	6/30/98
164-94/95	Public Works	Increase amount \$105,000 New amount \$140,000	Provide a research vessel for mandatory environmental surveys of the Southwest Ocean Outfall.	Regular	6/30/98
226-94/95	Public Works	Increase amount \$405,000 New amount \$540,000	Analyze wastewater, marine tissues and sediment samples for toxic elements, organics, pesticides, other priority pollutants and hazardous materials as required by Federal and State regulatory agencies.	Regular	6/30/98

Speakers: PSC# 4003-96/97: Pro: Vicki Mead, Ray Wong, DHR
 Con: Linda Jofuku, Local 21
 PSC# 4006-96/97: Pro: James Horan, DPW
 Con: Linda Jofuku, Local 21
 PSC# 40086/97: Pro: James Horan/Kevin Lyons, DPW
 Con: Linda Jofuku, Local 21
 PSC# 226-94/95: Pro: James Horan, DPW
 Con: Linda Jofuku, Local 21

Action: 1. Contracts 4003-96/97 and 4006-96/97 over to the meeting of July 15, 1996.
 2. Adopt Human Resources Director's Report on remaining contracts. Notify the offices of the Controller and the Purchaser. (Contract 4008-96/97 approved by vote of 3 to 1: Commissioner Pon dissented).

0310-96-5 Quarterly monitoring report by the Department of Human Resources on Expanded Certification Rules (Item No. 7C)

Action Report received; file.

0311-96-7 Determination of future employability: entrance probationary termination of Richard M. Schneider, Parts Storekeeper (Class 1929), Department of Public Transportation (Item No. 7D)

Action: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

0324-96-1 HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 7E)

Report on status of eligible list extensions (Item No. 7E.1)

Report received; file.

Request for Report: Commissioner A. Lee Munson requested a written report at the July 1, 1996 Civil Service Commission meeting on the scoring standards and qualifications of eligibles on civil service eligible lists where the range of scores is from a top score of 1000 (100%) to as low as 400; and the scoring standards utilized for flexible staffing eligible lists. (Item No. 7E.2)

Action: Over to the meeting of July 15, 1996.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

None

REQUESTS TO SPEAK (Item No. 10)

Jesus Gumban

ADJOURNMENT (Item No. 11)

4:20 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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#4

7/15/96

AGENDA

Regular Meeting of July 15, 1996

2:00 p.m.

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR BUSINESS

2:30 p.m.

8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS' NEW BUSINESS
10. REPORTS
11. REQUESTS TO SPEAK
12. ADJOURNMENT

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

**Agenda for Regular Meeting
July 15, 1996**

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting July 1, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, July 1, 1996
- C. Other announcements.

(5) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(5) Review of requests for approval of proposed personal services contracts
(File No. 0328-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-96/97	Public Works	\$120,000	Will coordinate the Green Gardening Educator Training Program to inform the public about less-toxic gardening, proper disposal of garden chemicals, and the effects on the receiving waters as required by the City's NPDES issued by U.S. EPA.	Continuing	6/30/99
2002-96/97	Retirement System	\$700,000	Will direct the investment of a customized short-term investment fund for plans cash reserves.	Continuing	6/30/97
2003-96/97	Retirement System	\$350,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2004-96/97	Retirement System	\$250,000	Will act as the custodial agent of the assets of the Retirement Trust Fund.	Continuing	6/30/97
4009-96/97	Airports Commission	\$400,000	Provide architectural drafting, cost estimating, acoustical engineering, landscape design, and construction support.	Regular	6/30/97
4010-96/97	Assessor	\$76,000	Will appraise and defend before the Assessment Appeals Board the higher value downtown and other commercial properties using the income, market, and cost approaches.	Regular	6/30/97
4011-96/97	Mayor's Criminal Justice Council	\$114,000	Perform street outreach and intervention among Hispanic Youth in targeted areas, particularly among youth gang members.	Regular	6/30/97
4012-96/97	Mayor's Criminal Justice Council	\$139,663	Perform street and crime prevention counseling in the Western Addition.	Regular	6/30/97
4013-96/97	Police Commission	\$81,000	Provide assistance and software support for the purpose of ongoing capacity management activities at the Hall of Justice Data Center, with emphasis on cost and services management.	Regular	6/30/97
4014-96/97	Police Commission	\$384,000	Will provide Hardware/Mainframe/Software maintenance and support services	Regular	6/30/97

0328-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4015-96/97	Public Health	\$70,000	Contractor will act as technical advisor to DPH regarding the Risk Management and Prevention Program (RMPP); review local guidance documents, HAZOP studies, offsite consequence studies, seismic studies, and meet with regulated businesses.	Regular	7/31/98
4016-96/97	Public Health	\$400,000	Provide a wide-range of ongoing training clinicians working with children and families involved in the foster care system.	Regular	6/30/00
4017-96/97	Public Health	\$2,000,000	Contractors will operate a 60-bed non-ambulatory residential facility for the elderly, including low income seniors with mental health needs.	Regular	6/30/00
4018-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	\$100,000	Will continue to provide engineering services to the UEB for the Priest Reservoir Bypass Project.	Regular	12/31/98
4019-96/97	Public Transportation	\$180,000	Removal and replacement of engines and transmissions in diesel coaches that is beyond the capacity of in-house shops to replace on a timely basis.	Regular	6/30/98
4020-96/97	Public Works	\$200,000	Will provide scheduling, monitoring, claim avoidance specialists and constructability experts, for as-needed, specialized engineers to augment Civil Service staff when special project requirements require these services.	Regular	8/30/00
4021-96/97	Social Services	\$96,000	Will provide 24 employment preparedness training workshops for 229 General Assistance (GA) clients, and resume consultation and service to an additional 216 G.A. clients.	Regular	6/30/97
4022-96/97	Assessor	\$1,520,952	Will install the hardware as well as the software for an integrated property tax system for the Assessor, Controller and Tax Collector.	Regular	12/31/98
211-94/95	Airports Commission	Increase amount \$830,000 New Amount \$1,680,000	Will develop site-specific foundation design recommendations for New International Terminal Complex consisting of four separate contracts.	Regular	6/30/99

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA (ITEMS 6A THROUGH 6D)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6A) Request to designate Class 2324 Nursing Supervisor and Class 2322 Head Nurse as promotive for layoff purposes. (File No. 0329-96-5)

Recommendation: Adopt report; designate Class 2324 Nursing Supervisor and Class 2322 Head Nurse as promotive for layoff purposes.

(6B) Proposed Charter amendments.

(6B.1) Proposed Charter amendment by adding Section A8.526-1 relating to a supplemental cost of living benefit for retirees and their survivors. [(Third Draft) (Board of Supervisors File No. 246-96-1) (CSC File No. 0330-96-1)]

(6B.2) Proposed Charter amendment amending Section 2.100 to set the salary for members of the Board of Supervisors at \$50,000 per year and by adding Section A8.502-1 to make members of the Board of Supervisors members of the Retirement System. [(Second Draft) (Board of Supervisors File No. 249-96-1) (CSC File No. 0331-96-1)]

(6B.3) Proposed Charter amendment amending Sections 2.100, 2.116, 13.101, 13.102, and 14.103 and adding Section 13.110 to provide for the election of 11 Supervisors for 11 districts. [(Third Draft) (Board of Supervisors File No. 251-96-1) (CSC File No. 0332-96-1)]

(6B.4) Proposed Charter amendment amending Sections 2.100 and 2.116 and adding Section 13.110 to provide for the at-large election of 11 Supervisors, using preference voting. [(Third Draft) (Board of Supervisors File No. 250-96-1) (CSC File No. 0333-96-1)]

(6B.5) Proposed Charter amendment amending Section 8.588 relating to retirement benefits for firefighters. [(Second Draft) (Board of Supervisors File No. 253-96-1) (CSC File No. 0334-96-1)]

Recommendation: Notify the Board of Supervisors that these proposed Charter amendments do not affect matters within the jurisdiction of the Civil Service Commission.

- (6C) **Determination of future employability: entrance probationary termination of Richard M. Schneider, Parts Storekeeper (Class 1929), Department of Public Transportation. (File No. 0311-96-7)**

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

Recommendation: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

- (6D) **Appeal of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the selection of Class 1210 Benefits Analyst.**

Recommendation: Over to the meeting of August 19, 1996 at the request of the appellants.

(7) **REGULAR BUSINESS (Items 7A through 7C)**

- (7A) **Review of requests for approval of proposed personal services contracts. (File No. 0309-96-8)**

4003-96/97	Human Resources	To be determined	Provide review and reduction of workers' compensation medical bills, cost containment network of preferred medical providers, bill audit and related services.	Regular	6/30/97
4006-96/97	Public Works	\$80,000	Provide specialized computer programming services; also provide expertise for developing specific work details and technical guidance in the administration of another contract awarded for computer programming.	Regular	6/30/98

July 1, 1996: Contracts 4003-96/97 and 4006-96/97 over to the meeting of July 15, 1996.

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

- (7B) **Proposed Charter amendment amending Section 10.102 relating to the hiring and promotion of uniformed members of the San Francisco Police and Fire Departments. [(Second Draft) (Board of Supervisors File No. 257-96-1) (CSC File No. 335-96-1)]**

Recommendation: Notify the Board of Supervisors that the Civil Service Commission opposes this proposed Charter amendment..

- (7C) **Proposed Charter amendment deleting Sections 10.100, 10.101, A8.405, A8.409 through A8.409-6 and A8.590-1 through A8.590-7; amending Sections A8.343, A8.403, A8.404, and 11.100; and adding Sections 10.106 and 11.102 relating to collective bargaining, labor relations, and civil service. [(Third Draft - draft) (Board of Supervisors File No. 252-96-1) (CSC File No. 336-96-1)]**

Recommendation: Notify the Board of Supervisors that the Civil Service Commission opposes this proposed Charter amendment.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8B)

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

AUTOMATIC RESIGNATION
(Future Employability Only)

- (8A) Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305), Department of Public Health. (File No. 0265-96-7)**

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

June 17, 1996: Over to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Local 250.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8B) Determination of future employability: dismissal of Duff Rogers, Transit Operator (Class 9163), Public Transportation Department. (File No. 0121-96-7)**

April 1, 1996: Postpone to the meeting of May 6, 1996 at the request of Mr. Rogers' attorney.

May 6, 1996: No restrictions on future employment. (Vote of 3 to 2: Commissioners Clopton and Munson dissent).

May 20, 1996: Request for reconsideration by the Public Transportation Department to reconsider Civil Service Commission action of May 6, 1996 in the matter of the termination of future employability of Duff Rogers, Transit Operator (Class 9163) following dismissal as a permanent employee).

Over to the meeting of June 3, 1996 due to split vote (Vote of 2 to 2).

June 3, 1996: Grant the Public Transportation Department's request for reconsideration. Recalendar for June 17, 1996 for rehearing.

June 17, 1996: Over to the meeting of July 15, 1996 at the request of the Public Transportation Department.

Recommendation of Public Transportation Department:

Cancel any current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

(9) **COMMISSIONERS' NEW BUSINESS**

(10) **HUMAN RESOURCES DIRECTOR'S REPORT**

(10A) Report on provisional appointments in the City work force

(10B) Progress report on class consolidation project

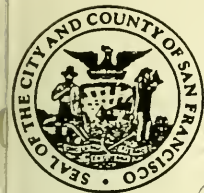
(10C) Status of transition of Municipal Court classes to City classes

(10D) Request for Report: Commissioner A. Lee Munson requested a written report at the July 1, 1996 Civil Service Commission meeting on the scoring standards and qualifications of eligibles on civil service eligible lists where the range of scores is from a top score of 1000 (100%) to as low as 400; and the scoring standards utilized for flexible staffing eligible lists.

July 1, 1996: Over to the meeting of July 15, 1996.

(11) **REQUESTS TO SPEAK**

(12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65

MINUTES

#5

Regular Meeting
July 15, 1996

7/15/96

2:00 p.m.

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KAREN CLOPTON
PRESIDENT

CALL TO ORDER

2:30 p.m.

COMMISSION ROLL CALL

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

JUAN RIOS
COMMISSIONER

MINUTES

Regular Meeting July 15, 1996

Action: Approve

ALBERT C. WALKER
EXECUTIVE OFFICER

0121-96-7 **Determination of future employability: dismissal of Duff Rogers, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8B)**

April 1, 1996: Postpone to the meeting of May 6, 1996 at the request of Mr. Rodgers' attorney.

May 6, 1996: No restrictions on future employment. (Vote of 3 to 2: Commissioners Clopton and Munson dissent).

May 20, 1996: Request for reconsideration by the Public Transportation Department to reconsider Civil Service Commission action of May 6, 1996 in the matter of the termination of future employability of Duff Rodgers, Transit Operator (Class 9163) following dismissal as a permanent employee).

Over to the meeting of June 3, 1996 due to split vote (Vote of 2 to 2).

June 3, 1996: Grant the Public Transportation Department's request for reconsideration. Recalendar for June 17, 1996 for rehearing.

June 17, 1996: Over to the meeting of July 15, 1996 at the request of the Public Transportation Department.

Speakers: Pro: Barbara Conway, Public Utilities Commission
Murray Lappe, M.D., National Medical Review
Con: Steven McNichols
Duff Rogers

Action: Cancel any current examination and eligibility status. Future employment subject to review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County of San Francisco civil service system and subject to verification of satisfactory participation in a recognized drug rehabilitation program. Not to be employed in any capacity involving the operation of a motor vehicle or public conveyance.

0265-96-7 Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305), Department of Public Health. (Item No. 8A)

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

June 17, 1996: Over to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Local 250.

Action: Over to the meeting of August 19, 1996 at the request of Local 250. Notify Local 250 that this is the last continuance that would be granted administratively.

0309-96-8 Review of requests for approval of proposed personal services contracts (Item No. 7A)

4003-96/97	Human Resources	To be determined	Provide review and reduction of workers' compensation medical bills, cost containment network of preferred medical providers, bill audit and related services.	Regular	6/30/97
4006-96/97	Public Works	\$80,000	Provide specialized computer programming services; also provide expertise for developing specific work details and technical guidance in the administration of another contract awarded for computer programming.	Regular	6/30/98

July 1, 1996: PSC# 4003-96/97 and 4006-96/97 over to the meeting of July 15, 1996.

Speakers: PSC# 4003-96/97 Pro: Vicki Mead, Dept of Human Resources
Con: Linda Jofuku, Local 21
PSC# 4006-96-97 Pro: James Horan, Dept. of Public Works
Kevin Lyons, Dept. of Public Works
Jaime Flores-Lovo, Dept. of Public Works
Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

- 0311-96-7** **Determination of future employability: entrance probationary termination of Richard M. Schneider, Parts Storekeeper (Class 1929), Department of Public Transportation. (Item No. 6C)**

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

Action: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

- 0330-96-1** **Proposed Charter amendment by adding Section A8.526-1 relating to a supplemental cost of living benefit for retirees and their survivors. [(Third Draft) (Board of Supervisors File No. 246-96-1) (Item No. 6B.1)]**

Action: Notify the Board of Supervisors that this proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

- 0331-96-1** **Proposed Charter amendment amending Section 2.100 to set the salary for members of the Board of Supervisors at \$50,000 per year and by adding Section A8.502-1 to make members of the Board of Supervisors members of the Retirement System. [(Second Draft) (Board of Supervisors File No. 249-96-1) (Item No. 6B.2)]**

Action: Notify the Board of Supervisors that this proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

- 0332-96-1** **Proposed Charter amendment amending Sections 2.100, 2.116, 13.101, 13.102, and 14.103 and adding Section 13.110 to provide for the election of 11 Supervisors for 11 districts. [(Third Draft) (Board of Supervisors File No. 251-96-1) (Item No. 6B.3)]**

Action: Notify the Board of Supervisors that this proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

- 0333-96-1** **Proposed Charter amendment amending Sections 2.100 and 2.116 and adding Section 13.110 to provide for the at-large election of 11 Supervisors, using preference voting. [(Third Draft) (Board of Supervisors File No. 250-96-1) (Item No. 6B.4)]**

Action: Notify the Board of Supervisors that this proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

- 0334-96-1** **Proposed Charter amendment amending Section 8.588 relating to retirement benefits for firefighters. [(Second Draft) (Board of Supervisors File No. 253-96-1) (Item No. 6B.5)]**

Action: Notify the Board of Supervisors that this proposed Charter amendment does not affect matters within the jurisdiction of the Civil Service Commission.

**0328-96-8 Review of requests for approval of proposed personal services contracts
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2001-96/97	Public Works	\$120,000	Will coordinate the Green Gardening Educator Training Program to inform the public about less-toxic gardening, proper disposal of garden chemicals, and the effects on the receiving waters as required by the City's NPDES issued by U.S. EPA.	Continuing	6/30/99
2002-96/97	Retirement System	\$700,000	Will direct the investment of a customized short-term investment fund for plans cash reserves.	Continuing	6/30/97
2003-96/97	Retirement System	\$350,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2004-96/97	Retirement System	\$250,000	Will act as the custodial agent of the assets of the Retirement Trust Fund.	Continuing	6/30/97
4009-96/97	Airports Commission	\$400,000	Provide architectural drafting, cost estimating, acoustical engineering, landscape design, and construction support.	Regular	6/30/97
4010-96/97	Assessor	\$76,000	Will appraise and defend before the Assessment Appeals Board the higher value downtown and other commercial properties using the income, market, and cost approaches.	Regular	6/30/97
4011-96/97	Mayor's Criminal Justice Council	\$114,000	Perform street outreach and intervention among Hispanic Youth in targeted areas, particularly among youth gang members.	Regular	6/30/97
4012-96/97	Mayor's Criminal Justice Council	\$139,663	Perform street and crime prevention counseling in the Western Addition.	Regular	6/30/97
4013-96/97	Police Commission	\$81,000	Provide assistance and software support for the purpose of ongoing capacity management activities at the Hall of Justice Data Center, with emphasis on cost and services management.	Regular	6/30/97

0328-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4014-96/97	Police Commission	\$384,000	Will provide Hardware/Mainframe/Software maintenance and support services	Regular	6/30/97
4015-96/97	Public Health	\$70,000	Contractor will act as technical advisor to DPH regarding the Risk Management and Prevention Program (RMPP); review local guidance documents, HAZOP studies, offsite consequence studies, seismic studies, and meet with regulated businesses.	Regular	7/31/98
4016-96/97	Public Health	\$400,000	Provide a wide-range of ongoing training clinicians working with children and families involved in the foster care system.	Regular	6/30/00
4017-96/97 <i>Over to meeting of August 5, 1996</i>	Public Health	\$2,000,000	Contractors will operate a 60-bed non-ambulatory residential facility for the elderly, including low income-seniors with mental health needs.	Regular	6/30/00
4018-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	\$100,000	Will continue to provide engineering services to the UEB for the Priest Reservoir Bypass Project.	Regular	12/31/98
4019-96/97 <i>Over to the meeting of August 5, 1996</i>	Public Transportation	\$180,000	Removal and replacement of engines and transmissions in diesel coaches that is beyond the capacity of in-house shops to replace on a timely basis.	Regular	6/30/98
4020-96/97	Public Works	\$200,000	Will provide scheduling, monitoring, claim avoidance specialists and constructability experts, for as-needed, specialized engineers to augment Civil Service staff when special project requirements require these services.	Regular	8/30/00
4021-96/97	Social Services	\$96,000	Will provide 24 employment preparedness training workshops for 229 General Assistance (GA) clients, and resume consultation and service to an additional 216 G.A. clients.	Regular	6/30/97
4022-96/97	Assessor	\$1,520,952	Will install the hardware as well as the software for an integrated property tax system for the Assessor, Controller and Tax Collector.	Regular	12/31/98

Speakers: PSC# 4009-96/97 Pro: Gabriel Karol, Airports Commission
Con: Linda Jofuku, Local 21
PSC# 4019-96/97 Pro: Kin Gee, Public Transportation Dept.

- Action:
1. Contracts 4017-96/97 and 4019-96/97 over to the meeting of August 5, 1996. Department of Public Health and Public Transportation Department to provide the information requested by the Commission.
 2. Adopt Human Resources Director's Report on remaining contracts. Notify the offices of the Controller and the Purchaser.

0329-96-5 Request to designate Class 2324 Nursing Supervisor and Class 2322 Head Nurse as promotive for layoff purposes. (Item No. 6A)

Action: Adopt report; designate Class 2324 Nursing Supervisor and Class 2322 Head Nurse as promotive for layoff purposes.

0334-96-1 Appeal of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the selection of Class 1210 Benefits Analyst. (Item No. 6D)

Action: Over to the meeting of August 19, 1996 at the request of the appellants.

335-96-1 Proposed Charter amendment amending Section 10.102 relating to the hiring and promotion of uniformed members of the San Francisco Police and Fire Departments. [(Second Draft) (Board of Supervisors File No. 257-96-1) (Item No. 7B)]

Action: Postpone action until the meeting of August 5, 1996. Commissioner Munson to draft and send a letter to the Board of Supervisors outlining the Civil Service Commission's deep concerns over the proposed Charter amendment and notify the Board of Supervisors that the Civil Service Commission opposes the proposed amendment as currently drafted.

336-96-1 Proposed Charter amendment deleting Sections 10.100, 10.101, A8.405, A8.409 through A8.409-6 and A8.590-1 through A8.590-7; amending Sections A8.343, A8.403, A8.404, and 11.100; and adding Sections 10.106 and 11.102 relating to collective bargaining, labor relations, and civil service. [(Third Draft - draft) (Board of Supervisors File No. 252-96-1) (Item No. 7C)]

Action: Adopt staff report. Notify the Board of Supervisors that the Civil Service Commission opposes this proposed Charter amendment and if submitted for the ballot that the Commission will vigorously oppose it.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

Commissioner George Kosturos:

"In the middle 30's, San Francisco was shaken by an event other than an earthquake. The McDonough Brothers who were well connected around the City Hall corridors were indicted for corruption and subsequently found guilty. One of their practices was getting jobs for people through patronage, in other words, payoffs, for those that came up with the cash. It seems that practically everyone at the City Hall and Hall of Justice was on the take.

"The civil service system, under the strong Charter law provisions that have been in effect since the early 30's, has helped in stopping corruption as far as obtaining a civil service job.

"The present Mayor Willie Brown wants to change the civil service system using the ploy that he cannot get the house in order unless he has control of practically all facets of City government. Today, at this moment, department heads, managers and city employees are afraid to speak out in fear of being fired - they are completely demoralized. Willie Brown remember this: you are only as good as your employees! What would happen if the civil service system was abolished? Jobs could be given to friends, and others could possibly get jobs by patronage. Do we want a Tammany Hall situation in San Francisco? Do we want "Mob Control" in San Francisco? I don't think we do."

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

Report on provisional appointments in the City work force

Progress report on class consolidation project

Status of transition of Municipal Court classes to City classes

Request for Report: Commissioner A. Lee Munson requested a written report at the July 1, 1996 Civil Service Commission meeting on the scoring standards and qualifications of eligibles on civil service eligible lists where the range of scores is from a top score of 1000 (100%) to as low as 400; and the scoring standards utilized for flexible staffing eligible lists.

July 1, 1996: Over to the meeting of July 15, 1996.

Action: Reports received; file.

REQUESTS TO SPEAK (Item No. 11)

None

ADJOURNMENT (Item No. 12)

4:08 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF

C65

#4

8/5/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 5, 1996

2:00 p.m.

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR BUSINESS

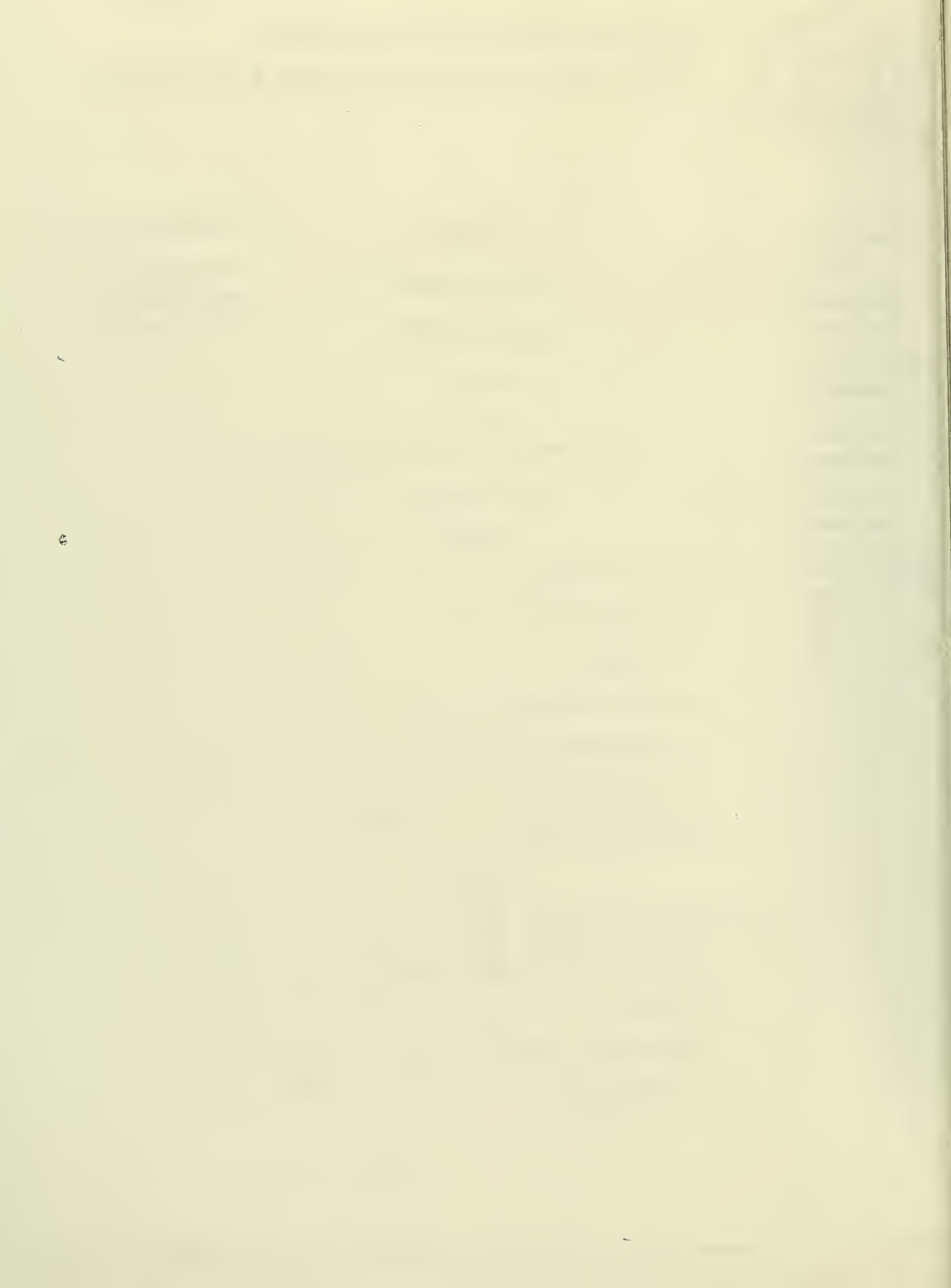
2:30 p.m.

8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS' NEW BUSINESS
10. REPORTS
11. REQUESTS TO SPEAK
12. ADJOURNMENT

DOCUMENTS DEPT.

AUG 02 1996

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Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

August 5, 1996

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting July 15, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, August 5, 1996
- C. Other announcements.

(5) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(5) Review of requests for approval of proposed personal services contracts
(File No. 0357-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2005-96/97	Retirement System	\$140,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2006-96/97	Retirement System	\$1,450,000	Will direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2007-96/97	Retirement System	\$900,000	Will direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2008-96/97	Retirement System	\$860,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2009-96/97	Retirement System	\$3,070,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2010-96/97	Retirement System	\$1,375,000	Will direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2011-96/97	Retirement System	\$280,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2012-96/97	Retirement System	\$560,000	Will direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2013-96/97	Retirement System	\$960,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2014-96/97	Retirement System	\$1,140,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97

0357-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2015-96/97	Retirement System	\$620,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2016-96/97	Retirement System	1,750,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2017-96/97	Retirement System	\$30,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2018-96/97	Retirement System	\$290,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2019-96/97	Retirement System	\$700,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2020-96/97	Retirement System	\$600,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2021-96/97	Retirement System	\$250,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2022-96/97	Retirement System	\$100,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2023-96/97	Retirement System	\$275,000	Will provide investment measurement consulting services to the Retirement System.	Continuing	6/30/97
2024-96/97	Retirement System	\$175,000	Contractor is engaged as real estate consultants to the Retirement System; and will assist the Department in creating a major real estate program.	Continuing	6/30/97
2025-96/97	Retirement System	\$210,000	Will assist the Department in developing an investment strategy to monitor the alternative assets portion of the portfolio.	Continuing	6/30/97
4023-96/97	Airports Commission	\$130,000	Provide adjunct consulting on Airport emergency preparedness and air disaster response training and plan.	Regular	6/30/97
4024-96/97	Chief Administrative Officer	\$164,000	Will implement the Home Composting Program and assist schools in implementing on-site composting.	Regular	7/31/97

0357-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-96/97	Controller	\$150,000	Will assist with the development of computer software for the Integrated Property Assessor, Controller, Tax Collector (INPACT) system, on an IBM AS/400 minicomputer.	Regular	6/30/97
4026-96/97	Commission on the Status of Women	\$92,167	Provide emergency shelter for battered women and their children, along with a comprehensive program incorporating advocacy, counseling referrals, and social services.	Regular	6/30/97
4027-96/97	Commission on the Status of Women	\$107,078	Provide emergency shelter for battered women and their children along with comprehensive advocacy, counseling and referral services, including a children's program, and drop-in center.	Regular	6/30/97
4028-96/97	Commission on the Status of Women	\$116,959	Provide emergency shelter for battered women and their children, along with comprehensive advocacy, counseling and referral services, including a children's program, and a drop-in center.	Regular	6/30/97
4029-96/97	Commission on the Status of Women	\$94,447	Provide emergency shelter designed specifically for monolingual, limited, and non-English speaking Asian battered women and their children, along with comprehensive counseling and referral services.	Regular	6/30/97
4030-96/97	Commission on the Status of Women	\$81,500	Provide Asian battered women with social services, counseling (individual and family), and advocacy including legal services that encompass family law and immigration issues.	Regular	6/30/97
4031-96/97	Commission on the Status of Women	\$81,312	Provide community outreach and assistance to victims of domestic violence through an advocacy, information, and referral unit located at the Mission Police Station.	Regular	6/30/97
4032-96/97	Commission on the Status of Women	\$196,582	Provide domestic violence prevention education and training designed to create institutional change in law enforcement, medical, and social services response to domestic violence.	Regular	6/30/97
4033-96/97	Commission on the Status of Women	\$81,500	Provide legal services and representation to Asian battered women including family law and immigration issues with an emphasis on services to monolingual, limited, and non-English speaking women.	Regular	6/30/97

0357-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4034-96/97	Commission on the Status of Women	\$51,500	Provide a comprehensive legal services program in which volunteer attorneys represent women who cannot otherwise obtain counsel in family law and civil matters pertaining to domestic violence.	Regular	6/30/97
4035-96/97	Commission on the Status of Women	\$51,610	Provide a wide range of legal services in all areas of family law to battered women who are at, or below, the property line, as well as provide domestic violence prevention education programs.	Regular	6/30/97
4036-96/97	Commission on the Status of Women	\$146,500	Provide a central twenty-four hour domestic violence crisis line, and conduct intake and screening for Temporary Restraining Order assistance programs, and for shelters for battered women and their children.	Regular	6/30/97
4037-96/97	Police Commission	\$52,695	Will provide tutorial and recreation services to fourth and fifth graders. Dr. Cobb elementary school will provide structured tutoring and activities after school each day: (2:30-6:00 p.m.). Nutritional refreshments will be provided daily.	Regular	9/30/96
4038-97/96	Public Health	\$135,000	Provide taxi vouchers to handicapped residents who need transportation services to medical and health related appointments.	Regular	6/30/97
4039-96/97	Public Transportation	\$55,000	Provide professional services to facilitate Municipal Railway federal capital and operating grant applications through the Federal Transit Administration.	Regular	6/30/97
4040-96/97	Public Utilities Commission (Water)	\$150,000	Provide professional planning services to the San Francisco Public Utilities Commission, under management by the Mayor's Office of Emergency Services.	Regular	6/30/97
4041-96/97	Public Works	\$400,000	Provide specialized structural seismic retrofit engineering assistance to the City to develop a strategy for seismic retrofit, prepare plans, specifications, estimates and independent structural design checks of various City bridges.	Regular	11/30/98
4042-96/97	Public Works	\$75,000	Prepare design criteria and a design-build bid package for the construction of a new swimming pool at the North Beach Playground.	Regular	9/30/99

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA (ITEMS 6A THROUGH 6E)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6A) Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California. (File No. 0273-96-3)

Recommendation: Adopt report; transmit rates to the Retirement System in accordance with Charter Section 8.590-1; provide report to the Board of Supervisors.

(6B) Salary survey and certification of wage schedules for Transit Operators pursuant to Charter Section 8.404 for Fiscal Year 1996-97 (File No. 0272-96-3)

Recommendation: Adopt report; certify wage schedules; forward to the Board of Supervisors.

(6C) Annual report of Personal Services Contracts granted continuing approval. (File No. 0358-96-8)

Recommendation Report received. File.

(6D) Annual report of Personal Services Contracts awards, Fiscal Year 1995-96. (File No. 0359-96-8)

Recommendation: Postpone to the meeting of October 7, 1996.

(6E) Determination of future employability: entrance probationary termination of Nancy A. Cleveland, Gardener (Class 3417), Recreation and Park Department. (File No. 0307-96-7)

Recommendation: Postpone to the meeting of September 16, 1996 at Mr. Cleveland's request.

(7) REGULAR BUSINESS (Items 7A through 7C)**(7A) Review of requests for approval of proposed personal services contracts.
(File No. 0309-96-8)**

4017-96/97	Public Health	\$2,000,000	Contractors will operate a 60-bed non-ambulatory residential facility for the elderly, including low income seniors with mental health needs.	Regular	6/30/00
4019-96/97	Public Transportation	\$180,000	Removal and replacement of engines and transmissions in diesel coaches that is beyond the capacity of in-house shops to replace on a timely basis.	Regular	6/30/98

July 15, 1996: Contracts 4017-96/97 and 4019-96/97 over to the meeting of August 5, 1996.

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(7B) Proposed Charter amendment amending Section 10.102 relating to the hiring and promotion of uniformed members of the San Francisco Police and Fire Departments. [(Second Draft) (Board of Supervisors File No. 257-96-1) (CSC File No. 335-96-1)]

July 15, 1996: Postpone action until the meeting of August 5, 1996. Commissioner Munson to draft and send a letter to the Board of Supervisors outlining the Civil Service Commission's deep concerns over the proposed Charter amendment and notify the Board of Supervisors that the Civil Service Commission opposes the proposed amendment as currently drafted.

Recommendation: Notify the Board of Supervisors that the Civil Service Commission opposes this proposed Charter amendment.

(7C) Proposed Charter amendment deleting Sections 10.100; amending Sections A8.343, A8.403, A8.404, A8.409-1, A8.409-3, A8.409-4, A8.409-5, A8.590-4, A8.590-5, A8.590-6, A8.590-7, 11.100 and adding 11.103, 11.104 relating to collective bargaining, labor relations, and civil service. [(Seventh Draft) (Board of Supervisors File No. 252-96-1) (CSC File No. 0360-96-1)]

Recommendation: Notify the Board of Supervisors that the Civil Service Commission opposes this proposed Charter amendment.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8C)

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8A) Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Social Services) (File No. 0290-96-7)**

June 17, 1996: Over to the meeting of July 1, 1996 at the request of the Department of Social services.

July 1, 1996: Off calendar pending resolution of grievance.

Recommendation of the Department of Social Services:

Dismiss from the City and County service. Cancel any current examination and eligibility status. Any future employment with the Department of Social Services shall be subject to review and approval of the Human Resources Director upon completion of two years' verifiable work experience outside the City and County of San Francisco at the professional level of social worker in a mid to large sized agency.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8B) Determination of future employability: entrance probationary termination of Richard M. Schneider, Parts Storekeeper (Class 1929), Department of Public Transportation. (File No. 0311-96-7)**

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

July 15, 1996: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

Recommendation of the Department of Public Transportation:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Transportation.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8C) **Determination of future employability: dismissal of Michael Mark, Transit Operator (Class 9163), Public Transportation Department. (File No. 0361-96-7)**

Recommendation of Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

(9) **COMMISSIONERS' NEW BUSINESS**

(10) **HUMAN RESOURCES DIRECTOR'S REPORT**

(10A) Report on status of eligible list extensions

(10B) Status of eligible list point scale conversion

(11) **REQUESTS TO SPEAK**

(12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
August 5, 1996

2:00 p.m.

401 Van Ness Avenue, Rm. 428
San Francisco, CA 94102

CALL TO ORDER

2:05 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

DOCUMENTS DEPT.

AUG 12 1996

SAN FRANCISCO
PUBLIC LIBRARY

Commissioner Clopton presided.

MINUTES

Regular Meeting July 15, 1996

Action: Approve.

ANNOUNCEMENTS

Due to the Labor Day Holiday on Monday, September 2, 1996 which conflicts with the regular meeting of the Civil Service Commission, the Civil Service Commission meeting of September 2, 1996 is canceled. The Civil Service Commission will meet once in September on Monday, September 16, 1996.

0272-96-3 Salary survey and certification of wage schedules for Transit Operators pursuant to Charter Section A8.404 for Fiscal Year 1996-97 (Item No. 6B)

Action: Adopt report; certify wage schedules; forward to the Board of Supervisors.

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8/5/96
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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

0273-96-3 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California. (Item No. 6A)

Action: Adopt report; certify rates of pay; forward to the Board of Supervisors in accordance with Charter Section A8.590-1; notify the San Francisco City Employee's Retirement System.

0290-96-7 Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Social Services) (Item No. 8A)

June 17, 1996: Over to the meeting of July 1, 1996 at the request of the Department of Social Services.

July 1, 1996: Off calendar pending resolution of grievance.

Action: Over to the meeting of September 16, 1996 at the request of the Department of Social Services.

0307-96-7 Determination of future employability: entrance probationary termination of Nancy A. Cleveland, Gardener (Class 3417), Recreation and Park Department. (Item No. 6E)

Action: Postpone to the meeting of September 16, 1996 at Ms. Cleveland's request.

0309-96-8 Review of requests for approval of proposed personal services contracts. (Item No.7A)

4017-96/97	Public Health	\$2,000,000	Contractors will operate a 60-bed non-ambulatory residential facility for the elderly, including low income seniors with mental health needs.	Regular	6/30/00
4019-96/97	Public Transportation	\$180,000	Removal and replacement of engines and transmissions in diesel coaches that is beyond the capacity of in-house shops to replace on a timely basis.	Regular	6/30/98

July 15, 1996: Contracts 4017-96/97 and 4019-96/97 over to the meeting of August 5, 1996.

Action:

1. Contract 4017-96/97 off calendar at the request of the Department of Public Health.
2. Adopt Human Resources Director's Report on Contract 4019-96/9. Notify the offices of the Controller and the Purchaser.

0311-96-7 Determination of future employability: entrance probationary termination of Richard M. Schneider, Parts Storekeeper (Class 1929), Department of Public Transportation. (Item No. 8B)

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

July 15, 1996: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

Action: Postpone pending resolution of Equal Employment Opportunity Commission complaint.

0335-96-1 Proposed Charter amendment amending Section 10.102 relating to the hiring and promotion of uniformed members of the San Francisco Police and Fire Departments. [(Second Draft) (Board of Supervisors File No. 257-96-1) (Item No. 7B)]

July 15, 1996: Postpone action until the meeting of August 5, 1996. Commissioner Munson to draft and send a letter to the Board of Supervisors outlining the Civil Service Commission's deep concerns over the proposed Charter amendment and notify the Board of Supervisors that the Civil Service Commission opposes the proposed amendment as currently drafted.

Action: Notify the Board of Supervisors that the Civil Service Commission has no further comment on this proposed Charter amendment since it has already been submitted for the November ballot.

0358-96-8 Annual report of Personal Services Contracts granted continuing approval. (Item No. 6C)

Action Report received. File.

0359-96-8 Annual report of Personal Services Contracts awards, Fiscal Year 1995-96. (Item No. 6D)

Action: Postpone to the meeting of October 7, 1996.

0360-96-1 Proposed Charter amendment deleting Sections 10.100; amending Sections A8.343, A8.403, A8.404, A8.409-1, A8.409-3, A8.409-4, A8.409-5, A8.590-4, A8.590-5, A8.590-6, A8.590-7, 11.100 and adding 11.103, 11.104 relating to collective bargaining, labor relations, and civil service. [(Seventh Draft) (Board of Supervisors File No. 252-96-1) (Item No. 7C)]

Action Notify the Board of Supervisors that the Civil Service Commission has no comment on this proposed Charter amendment since it was officially transmitted to the Civil Service Commission with insufficient time to respond before it was placed on the November 1996 ballot.

0361-96-7 Determination of future employability: dismissal of Michael Mark, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8C)

Action: Over to the meeting of August 19, 1996 at Mr. Mark's request.

0357-96-8 Review of requests for approval of proposed personal services contracts (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2005-96/97	Retirement System	\$140,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2006-96/97	Retirement System	\$1,450,000	Will direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2007-96/97	Retirement System	\$900,000	Will direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2008-96/97	Retirement System	\$860,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2009-96/97	Retirement System	\$3,070,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2010-96/97	Retirement System	\$1,375,000	Will direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2011-96/97	Retirement System	\$280,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2012-96/97	Retirement System	\$560,000	Will direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2013-96/97	Retirement System	\$960,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2014-96/97	Retirement System	\$1,140,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97

0357-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2015-96/97	Retirement System	\$620,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2016-96/97	Retirement System	1,750,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2017-96/97	Retirement System	\$30,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2018-96/97	Retirement System	\$290,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2019-96/97	Retirement System	\$700,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2020-96/97	Retirement System	\$600,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2021-96/97	Retirement System	\$250,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2022-96/97	Retirement System	\$100,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	6/30/97
2023-96/97	Retirement System	\$275,000	Will provide investment measurement consulting services to the Retirement System.	Continuing	6/30/97
2024-96/97	Retirement System	\$175,000	Contractor is engaged as real estate consultants to the Retirement System; and will assist the Department in creating a major real estate program.	Continuing	6/30/97
2025-96/97	Retirement System	\$210,000	Will assist the Department in developing an investment strategy to monitor the alternative assets portion of the portfolio.	Continuing	6/30/97
4023-96/97	Airports Commission	\$130,000	Provide adjunct consulting on Airport emergency preparedness and air disaster response training and plan.	Regular	6/30/97
4024-96/97	Chief Administrative Officer	\$164,000	Will implement the Home Composting Program and assist schools in implementing on-site composting.	Regular	7/31/97

0357-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-96/97	Controller	\$150,000	Will assist with the development of computer software for the Integrated Property Assessor, Controller, Tax Collector (INPACT) system, on an IBM AS/400 minicomputer.	Regular	6/30/97
4026-96/97	Commission on the Status of Women	\$92,167	Provide emergency shelter for battered women and their children, along with a comprehensive program incorporating advocacy, counseling referrals, and social services.	Regular	6/30/97
4027-96/97	Commission on the Status of Women	\$107,078	Provide emergency shelter for battered women and their children along with comprehensive advocacy, counseling and referral services, including a children's program, and drop-in center.	Regular	6/30/97
4028-96/97	Commission on the Status of Women	\$116,959	Provide emergency shelter for battered women and their children, along with comprehensive advocacy, counseling and referral services, including a children's program, and a drop-in center.	Regular	6/30/97
4029-96/97	Commission on the Status of Women	\$94,447	Provide emergency shelter designed specifically for monolingual, limited, and non-English speaking Asian battered women and their children, along with comprehensive counseling and referral services.	Regular	6/30/97
4030-96/97	Commission on the Status of Women	\$81,500	Provide Asian battered women with social services, counseling (individual and family), and advocacy including legal services that encompass family law and immigration issues.	Regular	6/30/97
4031-96/97	Commission on the Status of Women	\$81,312	Provide community outreach and assistance to victims of domestic violence through an advocacy, information, and referral unit located at the Mission Police Station.	Regular	6/30/97
4032-96/97	Commission on the Status of Women	\$196,582	Provide domestic violence prevention education and training designed to create institutional change in law enforcement, medical, and social services response to domestic violence.	Regular	6/30/97
4033-96/97	Commission on the Status of Women	\$81,500	Provide legal services and representation to Asian battered women including family law and immigration issues with an emphasis on services to monolingual, limited, and non-English speaking women.	Regular	6/30/97

0357-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4034-96/97	Commission on the Status of Women	\$51,500	Provide a comprehensive legal services program in which volunteer attorneys represent women who cannot otherwise obtain counsel in family law and civil matters pertaining to domestic violence.	Regular	6/30/97
4035-96/97	Commission on the Status of Women	\$51,610	Provide a wide range of legal services in all areas of family law to battered women who are at, or below, the poverty line, as well as provide domestic violence prevention education programs.	Regular	6/30/97
4036-96/97	Commission on the Status of Women	\$146,500	Provide a central twenty-four hour domestic violence crisis line, and conduct intake and screening for Temporary Restraining Order assistance programs, and for shelters for battered women and their children.	Regular	6/30/97
4037-96/97	Police Commission	\$52,695	Will provide tutorial and recreation services to fourth and fifth graders. Dr. Cobb elementary school will provide structured tutoring and activities after school each day: (2:30-6:00 p.m.). Nutritional refreshments will be provided daily.	Regular	9/30/96
4038-97/96	Public Health	\$135,000	Provide taxi vouchers to handicapped residents who need transportation services to medical and health related appointments.	Regular	6/30/97
4039-96/97	Public Transportation	\$55,000	Provide professional services to facilitate Municipal Railway federal capital and operating grant applications through the Federal Transit Administration.	Regular	6/30/97
4040-96/97 <i>Over to meeting of 8-19-96</i>	Public Utilities Commission (Water)	\$150,000	Provide professional planning services to the San Francisco Public Utilities Commission, under management by the Mayor's Office of Emergency Services.	Regular	6/30/97
4041-96/97	Public Works	\$400,000	Provide specialized structural seismic retrofit engineering assistance to the City to develop a strategy for seismic retrofit, prepare plans, specifications, estimates and independent structural design checks of various City bridges.	Regular	11/30/98
4042-96/97	Public Works	\$75,000	Prepare design criteria and a design-build bid package for the construction of a new swimming pool at the North Beach Playground.	Regular	9/30/99

- Action:
1. Contract 4040-96/97 postponed to the meeting of August 12, 1996 at the request of the Public Utilities Commission.
 2. Adopt Human Resources Director's Report on remaining contracts. Notify the offices of the Controller and the Purchaser.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

Report on status of eligible list extensions (Item No. 10A)

Status of eligible list point scale conversion (Item No. 10B)

Work Plan for Technical Assessment of DHR HRIS (Item No. 10C)

Action: Reports received; file.

REQUESTS TO SPEAK

None

ADJOURNMENT

The Civil Service Commission adjourned its meeting in memory of T. J. Anthony, legislative aide to Supervisor Barbara Kaufman, Board of Supervisors, who died on Friday, August 2, 1996. The members of the Commission extend their condolences to the many people whose lives were touched by T.J. Anthony.

Time of adjournment: 2:26 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF

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#4

8/19/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of

August 19, 1996

2:00 p.m.

Room 428

Veterans Building, 401 Van Ness Avenue DOCUMENTS DEPT.

Order of Business

2:00 p.m.

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

AUG 15 1996

SAN FRANCISCO
PUBLIC LIBRARY

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. EMPLOYEE SEPARATIONS
8. COMMISSIONERS' NEW BUSINESS
9. REPORTS
10. REQUESTS TO SPEAK
11. ADJOURNMENT



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

August 19, 1996

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting of August 5, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, August 19, 1996
- C. Other announcements

(5) RATIFICATION AGENDA (Items 5A through 5B)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(5A) Review of requests for approval of proposed personal services contracts
(File No. 0385-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2026-96/97	Human Resources	\$2,939,606	Provide complete Workers' Compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation & preparation of reports.	Continuing	6/30/97
2027-96/97	Mayor's Office of Children, Youth & Family	\$414,595	Provide comprehensive job readiness training, to offer twelve workshops that focus on such topic as goal setting, values and skills assessment, employee's rights, education opportunities, finding and keeping a job.	Continuing	8/31/97
2028-96/97	Mayor's Office of Children, Youth & Family	\$100,000	The Bridges...from School to Work project fosters the employment of young people with disabilities by offering pre-employment skills training, job development, placement and follow-up services.	Continuing	8/31/97
2029-96/97	Mayor's Office of Children, Youth & Family	\$45,000	The (TASP) is a drop-in activity center providing education, cultural and recreational activities to approximately 200 school-age youth, 5 to 18 years, who live in the Tenderloin neighborhood of San Francisco over the contract period.	Continuing	8/31/97
2030-96/97	Mayor's Office of Children, Youth & Family	\$98,000	Provide basic computer literacy training, job preparedness education and employment services for youth.	Continuing	8/31/97
2031-96/97	Mayor's Office of Children, Youth & Family	\$658,264	Provide subsidies for licensed child care to approximately 140 children ages 13 and younger.	Continuing	8/31/97
2032-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Provide a place where youth will be able to experience a caring community of adults working together to give them opportunities for growth and development.	Continuing	8/31/97
2033-96/97	Mayor's Office of Children, Youth & Family	\$130,000	Provide health, social services and delinquency prevention services for approximately 250 neighborhood youth ages 10-17.	Continuing	8/31/97
2034-96/97	Mayor's Office of Children, Youth & Family	\$240,000	Provide 2,500 elementary and middle youth with after-school programming in the Richmond District.	Continuing	8/31/97
2035-96/97	Mayor's Office of Children, Youth & Family	\$326,000	Provide recreation, sports, case management, prevention workshops, life skills training and paid community service.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2036-96/97	Mayor's Office of Children, Youth & Family	\$75,000	Provide internships for youth to develop skills in understanding, tolerance and community building.	Continuing	8/31/97
2037-96/97	Mayor's Office of Children, Youth & Family	\$254,000	Will administer a Dropout Prevention project for 66 youth, ages 13 to 15, who are behind in school work and grade level and are at-risk of dropping out of school.	Continuing	8/31/97
2038-96/97	Mayor's Office of Children, Youth & Family	\$150,000	Provide approximately 150 youth ages 7 to 17 with after-school tutorial services, culturally relevant recreational activities, employment opportunities and improve access to health services.	Continuing	8/31/97
2039-96/97	Mayor's Office of Children, Youth & Family	\$70,000	Delinquency prevention and recreation services for youth, after-school tutorial program.	Continuing	8/31/97
2040-96/97	Mayor's Office of Children, Youth & Family	\$360,000	Operation of a Beacon Center in the Sunset District community, located in a public middle school, year-round, after-school, evenings, weekends and in the summer.	Continuing	8/31/97
2041-96/97	Mayor's Office of Children, Youth & Family	\$75,000	Job readiness services for youth offer after school and summertime training and supportive services for approximately 80 youths aged 14 to 17 who are at risk of dropping out of school.	Continuing	8/31/97
2042-96/97	Mayor's Office of Children, Youth & Family	\$114,000	Provide child care/child development services to 24 preschool children in a bilingual (Spanish/English) age appropriate developmental activity program which will include nutrition and recreation.	Continuing	8/31/97
2043-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide after-school program for lesbian, gay, bisexual, transgender, and sexually-questioning youth arts and crafts, video and writing classes and an information and referral.	Continuing	8/31/97
2044-96/97	Mayor's Office of Children, Youth & Family	\$377,683	Provide job readiness training and placement services for youth with disabilities.	Continuing	8/31/97
2045-96/97	Mayor's Office of Children, Youth & Family	\$1,178,000	Provides job readiness and placement program for youth.	Continuing	8/31/97
2046-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Provides family support and mental health services.	Continuing	8/31/97
2047-96/97	Mayor's Office of Children, Youth & Family	\$200,000	The Interagency Lifeline Collaborative will serve Mental Health Care and Family Support Services.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2048-96/97	Mayor's Office of Children, Youth & Family	\$150,000	The Tenderloin Youth Empowerment and Service program will provide educational support, leadership development and community service activities for 100 African American and Asian youth ages 10-17 residing in the Tenderloin.	Continuing	8/31/97
2049-96/97	Mayor's Office of Children, Youth & Family	\$50,000	The (GASA) program is a comprehensive empowerment, leadership, prevention and intervention program, targeting at-risk girls, ages 11-17, residing in the Sunnydale Public Housing complex.	Continuing	8/31/97
2050-96/97	Mayor's Office of Children, Youth & Family	\$77,000	The (T-RAPP) is a primary prevention program targeted at seventh grade students of the SFUSD which educates them to the realities and myths of teenage pregnancy.	Continuing	8/31/97
2051-96/97	Mayor's Office of Children, Youth & Family	\$50,000	The program is an English as a Second Language (ESL)-Vocational Clerical Skills/Youth Leadership Training Program.	Continuing	8/31/97
2052-96/97	Mayor's Office of Children, Youth & Family	\$150,000	The Family School and Resource Center project will promote the strength and stability of 100 low income African American families with children ages birth-five years in the Western Addition.	Continuing	8/31/97
2053-96/97	Mayor's Office of Children, Youth & Family	\$167,887	Operation of the Potrero Family Support Center collaborative at the Oscaryne Williams Center of Hope for Infants, Toddlers & Families in the Potrero Terrace/Annex public housing complex.	Continuing	8/31/97
2054-96/97	Mayor's Office of Children, Youth & Family	\$241,240	Provide a set of services to approximately 200 children, youth and their families from ages 8 to 16 years, who reside in the Western Addition section of San Francisco; services in the area of job Readiness, Training and Placement.	Continuing	8/31/97
2055-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide delinquency prevention services for approximately 240 at-risk African American youth, ages 13-17, residing in the Oceanview/Merced/Ingleside; Outer Mission; Bayview and Western Addition neighborhoods.	Continuing	8/31/97
2056-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Respite child care, health and human services, case management and other support services for kinship caregivers and the children they care for.	Annual	8/31/97

0385-96-8 (Item No. 5A Cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2057-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide family support services to low income families with counseling, parenting classes, substance abuse prevention, respite care and economic development services toward self sufficiency.	Continuing	8/31/97
2058-96/97	Mayor's Office of Children, Youth & Family	\$160,000	Provide a variety of comprehensive services to approximately 350 or more youth residing mostly in the Oceanview/Merced/Ingleside (OMI), Mission, Bayview Hunter's Point, Visitacion Valley and Western Addition Neighborhoods to help reduce racial tension.	Continuing	8/31/97
2059-96/97	Mayor's Office of Children, Youth & Family	\$285,000	Provide integrated services for Asian Youth (ISAY) - health and social services; case management services; delinquency prevention and tutoring services.	Continuing	8/31/97
2060-96/97	Mayor's Office of Children, Youth & Family	\$256,108	Provide a violence reduction/education program to lesbian, gay, bisexual, transgender and sexually-questioning youth with on-the-job classroom training.	Continuing	8/31/97
2061-96/97	Mayor's Office of Children, Youth & Family	\$194,000	Provide comprehensive education and support services to more than 177 children, youth and families living and working in the Tenderloin.	Continuing	8/31/97
2062-96/97	Mayor's Office of Children, Youth & Family	\$50,000	Provides a range of education, recreation and health care services and promotes community involvement for at least 200, 8 to 17 year olds in the West Mission, East Noe Valley and Edison Elementary School Communities.	Continuing	8/31/97
2063-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Delinquency prevention services for youth - will assess and design individualized release plans for youth who would otherwise be confined in San Francisco Youth Guidance Center.	Continuing	8/31/97
2064-96/97	Mayor's Office of Children, Youth & Family	\$568,527	Provide child care and health and social services to approximately 3,000 children, their families and providers of all ethnic and cultural groups prevention and early intervention through child and program consultations, collaborative referrals.	Continuing	8/31/97
2065-96/97	Mayor's Office of Children, Youth & Family	\$125,000	Provide mental health, academic skills, family communication and cross cultural services for Latino and Asian immigrant and refugee youth.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2066-96/97	Mayor's Office of Children, Youth & Family	\$250,000	Will offer runaway and homeless youth ages 11 through 17 with services that range from family counseling, community agency referrals, case management, substance abuse counseling, employment readiness counseling and job placement.	Continuing	8/31/97
2067-96/97	Mayor's Office of Children, Youth & Family	\$324,557	Provide community and school linked services and activities for 200 Mission District newcomer Latino youth ages 6 to 17 years old who have lived in the United States for less than six years.	Continuing	8/31/97
2068-96/97	Mayor's Office of Children, Youth & Family	\$351,697	Provide child care and after-school enrichment programs to approximately 566 children ages, new born to 13 years, who are "at-risk" of neglect and/or have been affected by substance abuse living in Bayview Hunters Point.	Continuing	8/31/97
2069-96/97	Mayor's Office of Children, Youth & Family	\$295,208	Provide services to approximately 1,885 children and youth in the Mission, Outer Mission, including the Precita Valley and Excelsior, neighborhoods of San Francisco.	Continuing	8/31/97
2070-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Provide comprehensive services to approximately 450 low-income, monolingual immigrant Asian children, pre-natal to 5 years old and their families.	Continuing	8/31/97
2071-96/97	Mayor's Office of Children, Youth & Family	\$75,000	Provide an after school art, tutoring program, field trips to culturally significant sites, work experience, parent workshops, various family support services, and ESL classes.	Continuing	8/31/97
2072-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide a comprehensive service delivery system for under-served youth living in the North Beach/Telegraph Hill area.	Continuing	8/31/97
2073-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Provide an array of streamlined information, education, emotional support and advocacy services to disabled children/youth and their families, in a physically, culturally, and linguistically accessible manner.	Continuing	8/31/97
2074-96/97	Mayor's Office of Children, Youth & Family	\$75,000	Provide a comprehensive mental health service for 88 preschool and elementary school-aged children in the South of Market area.	Continuing	8/31/97
2075-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Operation of a Beacon Center in the Mission District community which is open year-round, after school, evenings, weekends, and the summer.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2076-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Job readiness and delinquency prevention services for youth; teens work closely with adult mentors, gain job training and multi-disciplinary education by growing fresh produce and improving their physical environment.	Continuing	8/31/97
2077-96/97	Mayor's Office of Children, Youth & Family	\$350,000	Provide a coordinated and comprehensive network of neighborhood based, after school Learning Centers for approximately 2,300 high risk youths in low-income areas of San Francisco.	Continuing	8/31/97
2078-96/97	Mayor's Office of Children, Youth & Family	\$175,000	Delinquency prevention services for youth; project will target approximately 200 or more non-violent, first-time youth offenders from San Francisco Citywide and address their issues of low self-esteem problems in school and at home.	Continuing	8/31/97
2079-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide supportive services and youth activities aimed at preventing delinquent behavior to Samoan/Pacific Islander youth.	Continuing	8/31/97
2080-96/97	Mayor's Office of Children, Youth & Family	\$425,000	Provide subsidized, therapeutic child care and parent support services to children who are low-income and at-risk in San Francisco County; and after-school programming for children 6 to 12 years.	Continuing	8/31/97
2081-96/97	Mayor's Office of Children, Youth & Family	\$85,000	Provide after school program serving "at-risk" children ages 5 to 15 in the Excelsior District.	Continuing	8/31/97
2082-96/97	Mayor's Office of Children, Youth & Family	\$377,200	Provide health and social services for approximately 827 children and youth in the Visitation Valley with a continuum of services for youth, their families and the community that fill basic personal and social needs.	Continuing	8/31/97
2083-96/97	Mayor's Office of Children, Youth & Family	\$137,107	Provide child care and delinquency prevention for approximately 100 "at-risk" 5 to 13 year old children of low-income working parents and foster parents living or attending school in the Western Addition in an after-school and summer program.	Continuing	8/31/97
2084-96/97	Mayor's Office of Children, Youth & Family	\$150,000	Job readiness and delinquency prevention services; will serve 1,000 at-risk youth, citywide.	Continuing	8/31/97
2085-96/97	Mayor's Office of Children, Youth & Family	\$65,000	Delinquency prevention for approximately 500 children ages 3 to 7, to integrate children with disabilities into existing educational, cultural, social and recreational community based programs.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2086-96/97	Mayor's Office of Children, Youth & Family	\$180,000	Provide case management, individual/group/family counseling, life/health skills and education training, employment readiness/placement, and recreation/social/cultural activities to approximately 80 young women in San Francisco (citywide).	Continuing	8/31/97
2087-96/97	Mayor's Office of Children, Youth & Family	\$125,000	Provide approximately 900 young people age 7 through 17 with a safe and structured community facility that will enable Bayview/Hunter's Point youth to develop a sense of positive, master skills for the future.	Continuing	8/31/97
4043-96/97	Airports Commission	\$66,000	Provide geotechnical assessment of all available geological, seismic, and environmental reports, perform soil investigation and testing to determine the engineering properties of the underlying soils.	Regular	12/1/98
4044-96/97	Airports Commission	\$2,000,000	Provide necessary Architectural, Structural, Mechanical, Electrical, Value Engineering and Communications Center design services for the Airport Rail Transit Maintenance Facility and the airport Communications System Facilities.	Regular	12/31/99
4046-96/97	Recorder	\$131,000	Restoration and re-housing services for Alpha series map books and restoration of military discharge index records.	Regular	1/31/97
4047-96/97	Human Resources	\$125,451	Provide hospital utilization review services for inpatient admissions, individual case management and Outpatient Service Program, Hospital Bill Audit and Select Medical Claims Review administration services under City Health Plan.	Regular	6/30/97
4048-96/97	Human Resources	\$150,000	Provide ongoing system support and technical leadership for the DHR/HRIS and to define and design select Basic HRIS user defined projects.	Regular	6/30/97
4049-96/97	Mayor's Criminal Justice Council	\$200,000	Provide Neighborhood Crime Prevention Program with a collaborative of 10 community organizations, working in seven police districts to organize public safety activities.	Regular	10/31/96

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4050-96/97	Public Health	\$70,000	Provide cytology services to the Family Planning Program at District Health Centers and other designated sites, (eighteen in all).	Regular	8/31/98
4051-96/97	Public Health	\$700,000	Will continue to provide Strategic Marketing and Customer Relations services that will include surveying the customers utilizing the services at SFGH, sharing results of the surveys with staff.	Regular	6/30/97
4052-96/97	Public Works	\$300,000	Will develop and implement a cross-connection plan for the AWSS of the City and County of San Francisco to comply with the California Code of Regulations, Title 17.	Regular	4/30/97

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(5B) Review of requests for approval of proposed personal services contracts.
(File No. 0386-96-8)

4040-96/97	Public Utilities Commission (Water)	\$150,000	Provide professional planning services to the San Francisco Public Utilities Commission, under management by the Mayor's Office of Emergency Services.	Regular	6/30/97
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August 5, 1996: Contract 4040-96/97 over to the meeting of August 19, 1996 at the request of the Public Utilities Commission.

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA

Appeal of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the selection procedure for appointment in Class 1210 Benefits Analyst. (File No. 0285-96-4)

July 15, 1996: Postpone action until the meeting of August 19, 1996 at the request of the appellants.

Recommendation: Postpone to the meeting of November 4, 1996 at the request of the appellants.

(7) EMPLOYEE SEPARATIONS (Items 7A and 7B)

AUTOMATIC RESIGNATION
(Future Employability Only)

(7A) Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305), Department of Public Health. (File No. 0265-96-7)

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

June 17, 1996: Over to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Local 250.

July 15, 1996: Over to the meeting of August 19, 1996 at the request of Local 250. Notify Local 250 that this will be the last continuance that would be granted administratively.

Recommendation of Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

(7B) Determination of future employability: dismissal of Michael Mark, Transit Operator (Class 9163), Public Transportation Department. (File No. 0361-96-7)

August 5, 1996: Postpone to the meeting of August 19, 1996 at the request of Mr. Mark.

Recommendation of Public Transportation Department:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

(8) **COMMISSIONERS' NEW BUSINESS**

(9) **HUMAN RESOURCES DIRECTOR'S REPORT**

(9A) Report on status of eligible list extensions

(9B) Progress report on class consolidation project

(9C) Analysis of need for geotechnical engineering staff for City

(9D) Report on exempt positions

(9E) Report on availability of in-house systems training for MIS employees

(10) **REQUESTS TO SPEAK**

(11) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Adjourned Meeting of
August 19, 1996

August 29, 1996

2:00 p.m.

401 Van Ness Avenue, Room 410
San Francisco, CA 94102

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

CALL TO ORDER

2:05 p.m.

COMMISSION ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Excused
Commissioner Juan Rios	Excused

Commissioner Clopton presided.

MINUTES

Regular Meeting of August 5, 1996

Action: Approve.

Special Meeting of August 5, 1996

Action: Approve.

ANNOUNCEMENTS

Due to lack of quorum, the regular and closed session Civil Service Commission meetings of August 19, 1996 were adjourned to August 29, 1996.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, August 29, 1996 at 1:15 p.m. in Room 304A Veterans Building, to consult with the City Attorney on pending litigation in the matter of United Minorities Against Discrimination v. The Civil Service Commission, et al. (United States District Court Number C 912350) under the authority of California Government Code 54956.9. Present were Commissioners Clopton, Pon, and Kosturos. Commissioner Clopton presided. The Civil Service Commission approved the proposed settlement in the above matter.

Due to the Labor Day Holiday on Monday, September 2, 1996 which conflicts with the regular meeting of the Civil Service Commission, the Civil Service Commission meeting of September 2, 1996 is canceled. The Civil Service Commission will meet once in September on Monday, September 16, 1996.

DOCUMENTS DEPT.

SEP 05 1996

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- 0265-96-7 Determination of future employability following automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305), Department of Public Health. (Item No. 7A)**
- June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.
- June 17, 1996: Over to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.
- July 1, 1996: Over to the meeting of July 15, 1996 at the request of Local 250.
- July 15, 1996: Over to the meeting of August 19, 1996 at the request of Local 250. Notify Local 250 that this will be the last continuance that would be granted administratively.
- Speakers: None
- Action: Over to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.
- 0285-96-4 Appeal of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the selection procedure for appointment in Class 1210 Benefits Analyst. (Item No. 6)**
- July 15, 1996: Postpone action until the meeting of August 19, 1996 at the request of the appellants.
- Speakers: None
- Action: Postpone to the meeting of November 4, 1996 at the request of the appellants.
- 0361-96-7 Determination of future employability: dismissal of Michael Mark, Transit Operator (Class 9163), Public Transportation Department. (Item No. 7B)**
- August 5, 1996: Postpone to the meeting of August 19, 196 at the request of Mr. Mark.
- Speakers: None
- Action: Over to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

**0385-96-8 Review of requests for approval of proposed personal services contracts.
(Item No. 5A)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2026-96/97	Human Resources	\$2,939,606	Provide complete Workers' Compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation & preparation of reports.	Continuing	6/30/97
2027-96/97	Mayor's Office of Children, Youth & Family	\$414,595	Provide comprehensive job readiness training, to offer twelve workshops that focus on such topic as goal setting, values and skills assessment, employee's rights, education opportunities, finding and keeping a job.	Continuing	8/31/97
2028-96/97	Mayor's Office of Children, Youth & Family	\$100,000	The Bridges...from School to Work project fosters the employment of young people with disabilities by offering pre-employment skills training, job development, placement and follow-up services.	Continuing	8/31/97
2029-96/97	Mayor's Office of Children, Youth & Family	\$45,000	The (TASP) is a drop-in activity center providing education, cultural and recreational activities to approximately 200 school-age youth, 5 to 18 years, who live in the Tenderloin neighborhood of San Francisco over the contract period.	Continuing	8/31/97
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2033-96/97	Mayor's Office of Children, Youth & Family	\$130,000	Provide health, social services and delinquency prevention services for approximately 250 neighborhood youth ages 10-17.	Continuing	8/31/97
2034-96/97	Mayor's Office of Children, Youth & Family	\$240,000	Provide 2,500 elementary and middle youth with after-school programming in the Richmond District.	Continuing	8/31/97
2035-96/97	Mayor's Office of Children, Youth & Family	\$326,000	Provide recreation, sports, case management, prevention workshops, life skills training and paid community service.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)					
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2037-96/97	Mayor's Office of Children, Youth & Family	\$254,000	Will administer a Dropout Prevention project for 66 youth, ages 13 to 15, who are behind in school work and grade level and are at-risk of dropping out of school.	Continuing	8/31/97
2038-96/97	Mayor's Office of Children, Youth & Family	\$150,000	Provide approximately 150 youth ages 7 to 17 with after-school tutorial services, culturally relevant recreational activities, employment opportunities and improve access to health services.	Continuing	8/31/97
2039-96/97	Mayor's Office of Children, Youth & Family	\$70,000	Delinquency prevention and recreation services for youth, after-school tutorial program.	Continuing	8/31/97
2040-96/97	Mayor's Office of Children, Youth & Family	\$360,000	Operation of a Beacon Center in the Sunset District community, located in a public middle school, year-round, after-school, evenings, weekends and in the summer.	Continuing	8/31/97
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2045-96/97	Mayor's Office of Children, Youth & Family	\$1,178,000	Provides job readiness and placement program for youth.	Continuing	8/31/97
2046-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Provides family support and mental health services.	Continuing	8/31/97
2047-96/97	Mayor's Office of Children, Youth & Family	\$200,000	The Interagency Lifeline Collaborative will serve Mental Health Care and Family Support Services.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2048-96/97	Mayor's Office of Children, Youth & Family	\$150,000	The Tenderloin Youth Empowerment and Service program will provide educational support, leadership development and community service activities for 100 African American and Asian youth ages 10-17 residing in the Tenderloin.	Continuing	8/31/97
2049-96/97	Mayor's Office of Children, Youth & Family	\$50,000	The (GASA) program is a comprehensive empowerment, leadership, prevention and intervention program, targeting at-risk girls, ages 11-17, residing in the Sunnydale Public Housing complex.	Continuing	8/31/97
2050-96/97	Mayor's Office of Children, Youth & Family	\$77,000	The (T-RAPP) is a primary prevention program targeted at seventh grade students of the SFUSD which educates them to the realities and myths of teenage pregnancy.	Continuing	8/31/97
2051-96/97	Mayor's Office of Children, Youth & Family	\$50,000	The program is a English as a Second Language (ESL)-Vocational Clerical Skills/Youth Leadership Training Program.	Continuing	8/31/97
2052-96/97	Mayor's Office of Children, Youth & Family	\$150,000	The Family School and Resource Center project will promote the strength and stability of 100 low income African American families with children ages birth-five years in the Western Addition.	Continuing	8/31/97
2053-96/97	Mayor's Office of Children, Youth & Family	\$167,887	Operation of the Potrero Family Support Center collaborative at the Oscaryne Williams Center of Hope for Infants, Toddlers & Families in the Potrero Terrace/Annex public housing complex.	Continuing	8/31/97
2054-96/97	Mayor's Office of Children, Youth & Family	\$241,240	Provide a set of services to approximately 200 children, youth and their families from ages 8 to 16 years, who reside in the Western Addition section of San Francisco; services in the area of job Readiness, Training and Placement.	Continuing	8/31/97
2055-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide delinquency prevention services for approximately 240 at-risk African American youth, ages 13-17, residing in the Oceanview/Merced/Ingleside; Outer Mission; Bayview and Western Addition neighborhoods.	Continuing	8/31/97
2056-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Respite child care, health and human services, case management and other support services for kinship caregivers and the children they care for.	Annual	8/31/97

0385-96-8 (Item No. 5A Cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2057-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide family support services to low income families with counseling, parenting classes, substance abuse prevention, respite care and economic development services toward self sufficiency.	Continuing	8/31/97
2058-96/97	Mayor's Office of Children, Youth & Family	\$160,000	Provide a variety of comprehensive services to approximately 350 or more youth residing mostly in the Oceanview/Merced/Ingleside (OMI), Mission, Bayview Hunter's Point, Visitacion Valley and Western Addition Neighborhoods to help reduce racial tension.	Continuing	8/31/97
2059-96/97	Mayor's Office of Children, Youth & Family	\$285,000	Provide integrated services for Asian Youth (ISAY) - health and social services; case management services; delinquency prevention and tutoring services.	Continuing	8/31/97
2060-96/97	Mayor's Office of Children, Youth & Family	\$256,108	Provide a violence reduction/education program to lesbian, gay, bisexual, transgender and sexually-questioning youth with on-the-job classroom training.	Continuing	8/31/97
2061-96/97	Mayor's Office of Children, Youth & Family	\$194,000	Provide comprehensive education and support services to more than 177 children, youth and families living and working in the Tenderloin.	Continuing	8/31/97
2062-96/97	Mayor's Office of Children, Youth & Family	\$50,000	Provides a range of education, recreation and health care services and promotes community involvement for at least 200, 8 to 17 year olds in the West Mission, East Noe Valley and Edison Elementary School Communities.	Continuing	8/31/97
2063-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Delinquency prevention services for youth - will assess and design individualized release plans for youth who would otherwise be confined in San Francisco Youth Guidance Center.	Continuing	8/31/97
2064-96/97	Mayor's Office of Children, Youth & Family	\$568,527	Provide child care and health and social services to approximately 3,000 children, their families and providers of all ethnic and cultural groups prevention and early intervention through child and program consultations, collaborative referrals.	Continuing	8/31/97
2065-96/97	Mayor's Office of Children, Youth & Family	\$125,000	Provide mental health, academic skills, family communication and cross cultural services for Latino and Asian immigrant and refugee youth.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2066-96/97	Mayor's Office of Children, Youth & Family	\$250,000	Will offer runaway and homeless youth ages 11 through 17 with services that range from family counseling, community agency referrals, case management, substance abuse counseling, employment readiness counseling and job placement.	Continuing	8/31/97
2067-96/97	Mayor's Office of Children, Youth & Family	\$324,557	Provide community and school linked services and activities for 200 Mission District newcomer Latino youth ages 6 to 17 years old who have lived in the United States for less than six years.	Continuing	8/31/97
2068-96/97	Mayor's Office of Children, Youth & Family	\$351,697	Provide child care and after-school enrichment programs to approximately 566 children ages, new born to 13 years, who are "at-risk" of neglect and/or have been affected by substance abuse living in Bayview Hunters Point.	Continuing	8/31/97
2069-96/97	Mayor's Office of Children, Youth & Family	\$295,208	Provide services to approximately 1,885 children and youth in the Mission, Outer Mission, including the Precita Valley and Excelsior, neighborhoods of San Francisco.	Continuing	8/31/97
2070-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Provide comprehensive services to approximately 450 low-income, monolingual immigrant Asian children, pre-natal to 5 years old and their families.	Continuing	8/31/97
2071-96/97	Mayor's Office of Children, Youth & Family	\$75,000	Provide an after school art, tutoring program, field trips to culturally significant sites, work experience, parent workshops, various family support services, and ESL classes.	Continuing	8/31/97
2072-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide a comprehensive service delivery system for under-served youth living in the North Beach/Telegraph Hill area.	Continuing	8/31/97
2073-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Provide an array of streamlined information, education, emotional support and advocacy services to disabled children/youth and their families, in a physically, culturally, and linguistically accessible manner.	Continuing	8/31/97
2074-96/97	Mayor's Office of Children, Youth & Family	\$75,000	Provide a comprehensive mental health service for 88 preschool and elementary school-aged children in the South of Market area.	Continuing	8/31/97
2075-96/97	Mayor's Office of Children, Youth & Family	\$200,000	Operation of a Beacon Center in the Mission District community which is open year-round, after school, evenings, weekends, and the summer.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2076-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Job readiness and delinquency prevention services for youth; teens work closely with adult mentors, gain job training and multi-disciplinary education by growing fresh produce and improving their physical environment.	Continuing	8/31/97
2077-96/97	Mayor's Office of Children, Youth & Family	\$350,000	Provide a coordinated and comprehensive network of neighborhood based, after school Learning Centers for approximately 2,300 high risk youths in low-income areas of San Francisco.	Continuing	8/31/97
2078-96/97	Mayor's Office of Children, Youth & Family	\$175,000	Delinquency prevention services for youth; project will target approximately 200 or more non-violent, first-time youth offenders from San Francisco Citywide and address their issues of low self-esteem problems in school and at home.	Continuing	8/31/97
2079-96/97	Mayor's Office of Children, Youth & Family	\$100,000	Provide supportive services and youth activities aimed at preventing delinquent behavior to Samoan/Pacific Islander youth.	Continuing	8/31/97
2080-96/97	Mayor's Office of Children, Youth & Family	\$425,000	Provide subsidized, therapeutic child care and parent support services to children who are low-income and at-risk in San Francisco County; and after-school programming for children 6 to 12 years.	Continuing	8/31/97
2081-96/97	Mayor's Office of Children, Youth & Family	\$85,000	Provide after school program serving "at-risk" children ages 5 to 15 in the Excelsior District.	Continuing	8/31/97
2082-96/97	Mayor's Office of Children, Youth & Family	\$377,200	Provide health and social services for approximately 827 children and youth in the Visitacion Valley with a continuum of services for youth, their families and the community that fill basic personal and social needs.	Continuing	8/31/97
2083-96/97	Mayor's Office of Children, Youth & Family	\$137,107	Provide child care and delinquency prevention for approximately 100 "at-risk" 5 to 13 year old children of low-income working parents and foster parents living or attending school in the Western Addition in an after-school and summer program.	Continuing	8/31/97
2084-96/97	Mayor's Office of Children, Youth & Family	\$150,000	Job readiness and delinquency prevention services; will serve 1,000 at-risk youth, citywide.	Continuing	8/31/97
2085-96/97	Mayor's Office of Children, Youth & Family	\$65,000	Delinquency prevention for approximately 500 children ages 3 to 7, to integrate children with disabilities into existing educational, cultural, social and recreational community based programs.	Continuing	8/31/97

0385-96-8 (Item No. 5A Cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2086-96/97	Mayor's Office of Children, Youth & Family	\$180,000	Provide case management, individual/group/family counseling, life/health skills and education training, employment readiness/placement, and recreation/social/cultural activities to approximately 80 young women in San Francisco (citywide).	Continuing	8/31/97
2087-96/97	Mayor's Office of Children, Youth & Family	\$125,000	Provide approximately 900 young people age 7 through 17 with a safe and structured community facility that will enable Bayview/Hunter's Point youth to develop a sense of positive, master skills for the future.	Continuing	8/31/97
4043-96/97	Airports Commission	\$66,000	Provide geotechnical assessment of all available geological, seismic, and environmental reports, perform soil investigation and testing to determine the engineering properties of the underlying soils.	Regular	12/1/98
4044-96/97	Airports Commission	\$2,000,000	Provide necessary Architectural, Structural, Mechanical, Electrical, Value Engineering and Communications Center design services for the Airport Rail Transit Maintenance Facility and the airport Communications System Facilities.	Regular	12/31/99
4046-96/97	Recorder	\$131,000	Restoration and re-housing services for Alpha series map books and restoration of military discharge index records.	Regular	1/31/97
4047-96/97	Human Resources	\$125,451	Provide hospital utilization review services for inpatient admissions, individual case management and Outpatient Service Program, Hospital Bill Audit and Select Medical Claims Review administration services under City Health Plan.	Regular	6/30/97
4048-96/97	Human Resources	\$150,000	Provide ongoing system support and technical leadership for the DHR/HRIS and to define and design select Basic HRIS user defined projects.	Regular	6/30/97
4049-96/97	Mayor's Criminal Justice Council	\$200,000	Provide Neighborhood Crime Prevention Program with a collaborative of 10 community organizations, working in seven police districts to organize public safety activities.	Regular	10/31/96

0385-96-8 (Item No. 5A Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4050-96/97	Public Health	\$70,000	Provide cytology services to the Family Planning Program at District Health Centers and other designated sites, (eighteen in all).	Regular	8/31/98
4051-96/97	Public Health	\$700,000	Will continue to provide Strategic Marketing and Customer Relations services that will include surveying the customers utilizing the services at SFGH, sharing results of the surveys with staff.	Regular	6/30/97
4052-96/97	Public Works	\$300,000	Will develop and implement a cross-connection plan for the AWSS of the City and County of San Francisco to comply with the California Code of Regulations, Title 17.	Regular	4/30/97

Speakers: None

Action: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

0386-96-8 Review of requests for approval of proposed personal services contracts. (Item No. 5B)

4040-96/97	Public Utilities Commission (Water)	\$150,000	Provide professional planning services to the San Francisco Public Utilities Commission, under management by the Mayor's Office of Emergency Services.	Regular	6/30/97
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August 5, 1996: Contract 4040-96/97 over to the meeting of August 19, 1996 at the request of the Public Utilities Commission.

Speakers: None

Action: Off calendar at the request of the Public Utilities Commission.

COMMISSIONERS' NEW BUSINESS (Item No. 8)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 9)

(9A) Report on status of eligible list extensions

(9B) Progress report on class consolidation project

(9C) Analysis of need for geotechnical engineering staff for City

(9D) Report on exempt positions

(9E) Report on availability of in-house systems training for MIS employees

Action: Reports received; file.

REQUESTS TO SPEAK (Item No. 10)

None

ADJOURNMENT (Item No. 11)

2:15 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65

#4

9/16/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of

September 16, 1996

2:00 p.m.

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR BUSINESS

Public Library
Civic Center Branch
Documents Section

3:00 p.m.

8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS' NEW BUSINESS
10. REPORTS
11. REQUESTS TO SPEAK
12. ADJOURNMENT

DOCUMENTS DEPT.

SEP 12 1996

SAN FRANCISCO
PUBLIC LIBRARY



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

September 16, 1996

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Adjourned Meeting of August 19, 1996 held on August 29, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, September 16, 1996
- C. Other announcements

(5) RATIFICATION AGENDA (Items 5)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(5) Review of requests for approval of proposed personal services contracts.
(File No. 0412-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2088-96/97	Recreation and Parks Commission	\$30,000	Provide a 2 1/2 to 3 hour Summer Festival Day, four (4) performance, at four different Recreation and Park locations throughout the City.	Continuing	7/1/98
2089-96/97	Retirement System	\$150,000	Provide actuarial services for the Retirement System.	Continuing	6/30/97
4053-96/97	Airports Commission	\$4,700,000	Provide research and develop financing plan for Airport capital projects; develop bond documents and structure of Airport bond issues; develop a market for Airport bond issues; provide interim financial services between the issuances of bonds.	Regular	9/1/01
4054-96/97	Art Commission	\$125,500	Will design and oversee the implementation of the final segment of 2 1/2 mile Historic and Interpretive Signage Project for the Waterfront Transportation Projects.	Regular	8/1/99
4055-96/97	Art Commission	\$800,000	Fabricate and transport sculptural light reflectors for installation in the Departures lobby of the new International Terminal at San Francisco International Airport.	Regular	1/1/01
4056-96/97	San Francisco Community College District	\$75,000	Will establish and facilitate a strategic planning process for the City College of San Francisco.	Regular	6/30/97
4057-96/97	Human Resources	\$65,520	Provide software maintenance services for the Department of Human Resources LAN/WAN Network.	Regular	6/30/97
4058-96/97	Public Health	\$840,000	Provide highly specialized cost and reimbursement financial consultation to optimize the department's revenues and Medicare and Medi-Cal reimbursements within the prescribed regulations and instructions.	Regular	6/30/01
4059-96/97	Public Health	\$300,000	Provide psychiatric inpatient services for special clients that can not be placed in the existing Institute for Mental Disease (IMD's) programs.	Regular	6/30/97

0412-96-8 (Item 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-96/97	Public Works	\$400,000	Provide construction management services including cost estimating, scheduling, value engineering, special inspection, and Americans with Disabilities Act (ADA) consultation, for the construction of the 9-1-1/OES Emergency Communications Center.	Regular	5/30/99
4061-96/97	Recreation and Parks Commission	\$280,000	Will plan, organize, and conduct concerts by the Golden Gate Park Band for City functions throughout the City for official functions, including Sunday concerts in Golden Gate Park.	Regular	6/30/98
4062-96/97	Recreation and Parks Commission	\$240,000	Will inventory and evaluate approximately 30 city-wide park sites containing significant natural resources; develop specific recommendations for preservation and restoration of each site; and implementing a significant Natural Resource Management Plan.	Regular	12/31/02
4063-96/97	Telecommunication & Information Services	\$85,000	provide camera ready advertisements for personnel recruitments.	Regular	6/30/97
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase amount \$100,000 New amount \$300,000	Will review and renew Water Department leases to reduce existing backlog and mitigate potential loss of revenue to the City.	Regular	12/31/97
4123-95/96	Public Transportation	Increase amount \$1,253,857 New amount \$3,253,857	Provide overall project management and engineering services to conduct the Bayshore Light Rail Project Development and Draft Environmental Impact Statement/Report (DEIS/DEIR) preparation.	Regular	6/30/98

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA (Items 6A through 6C)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6A) Proposed amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Article VI - Classes for which the Rule of Three Scores is Used Exclusively. (File No. 0410-96-5)

Recommendation: Post. Circulate for meet and confer.

(6B) Appointment of Civil Service Commission Trustee to the Transport Workers Union - San Francisco Municipal Railway Trust Fund. (File No. 0414-96-5)

Recommendation: Appoint Ms. Andrea Gourdine, Human Resources Director, as the Commission's Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund Board; Mr. John Madden, Chief Assistant Controller, to continue as the Commission's alternate.

(6C) Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (File No. 0307-96-7)

Recommendation: Over to the meeting of October 7, 1996 at the request of Ms. Cleveland.

(7) REGULAR AGENDA (Items 7A through 7B)

(7A) Appeal of the examination results for Class 6333 Senior Building Inspector. (File No. 0348-96-4)

Recommendation: Deny the appeals of John Aires, Spencer Gosh, Norman Gutierrez, John Lee, Barbara Kugay, Patrick Redmond, John Singleton, Dermot Sullivan, Herminio Torres, and James Whipple. Sustain the decision of the Human Resources Director.

(7B) Appeals of Department of Human Resources Director's decision to amend and retitle Class 2930 Psychiatric Social Worker and Class 2932 Senior Psychiatric Social Worker and the subsequent broadening of minimum qualifications to include candidates who hold Marriage, Family and Child Counselors (MFCC) Licensure. (File No. 0415-96-4)

Recommendation: Deny appeals. Sustain the decision of the Human Resources Director.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8J)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

AUTOMATIC RESIGNATION
(Future Employability Only)

**(8A) Determination of future employability: automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305), Department of Public Health.
(File No. 0265-96-7)**

June 3, 1996: Over to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

June 17, 1996: Over to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Local 250.

July 15, 1996: Over to the meeting of August 19, 1996 at the request of Local 250. Notify Local 250 that this will be the last continuance that would be granted administratively.

August 19, 1996: Over to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation of Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

**(8B) Determination of future employability: entrance probationary termination of Brenda Lyles, Principal Clerk (Class 1408), Department of Public Health.
(File No. 0390-96-7)**

Recommendation of Department of Public Health:

No restrictions on future employment.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8C) Determination of future employability: dismissal of Jeff Edwards, Environmental Health Inspector (Class 6120), Department of Public Health. (File No. 0367-96-7)**

Recommendation of Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8D) Determination of future employability: dismissal of Michael Mark, Transit Operator (Class 9163), Public Transportation Department. (File No. 0319-96-7)**

August 5, 1996: Postpone to the meeting of August 19, 1996 at the request of Mr. Mark.

August 19, 1996: Over to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation of Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8E) Determination of future employability: dismissal of Charles Harris, Transit Operator (Class 9163), Public Transportation Department. (File No. 0363-96-7)**

Recommendation of Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8F) **Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Human Services. (File No. 0250-96-7)**

June 17, 1996: Over to the meeting of July 1, 1996 at the request of the Department of Human Services.

July 1, 1996: Off calendar pending resolution of grievance.

August 5, 1996: Over to the meeting of September 16, 1996 at the request of the Department of Human Services.

Recommendation of Department of Human Services:

Dismiss from the City and County service. Cancel all current examination and eligibility status. Future employment with the Department of Human Services shall be subject to the review and approval of the Human Resources Director upon completion of two years' verifiable work experience outside the City and County of San Francisco at the professional level of social worker in a mid to large size agency.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8G) **Determination of future employability: dismissal of Diane Luckett, Clerk (Class 1404), Department of Human Services. (File No. 0177-96-7)**

Recommendation of Department of Human Services:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8H) **Determination of future employability: dismissal of Linda Burnett, Senior Eligibility Worker (Class 2905), Department of Human Services. (File No. 0194-96-7)**

Recommendation of Department of Human Services:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

AUTOMATIC RESIGNATION
(Future Employability Only)

- (8I) **Determination of future employability: automatic resignation of Robert O'Rorke, Car and Auto Painter (Class 7309), Purchasing Department. (File No. 0371-96-7)**

Recommendation of Purchasing Department:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Purchasing Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8J) **Determination of future employability: dismissal of Stephen Killough, Stationary Engineer (Class 7334), Airports Commission. (File No. 0383-96-7)**

Recommendation of Airports Commission:

Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

- (9) **COMMISSIONERS' NEW BUSINESS**

- (10) **HUMAN RESOURCES DIRECTOR'S REPORT**

(10A) Progress report on class consolidation project

(10B) Report on exempt positions

- (11) **REQUESTS TO SPEAK**

- (12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

MINUTES

Adjourned Meeting of
September 16, 1996

September 26, 1996

4:00 p.m.

401 Van Ness Avenue, Room 304A
San Francisco, CA 94102

DOCUMENTS DEPT.

OCT 03 1996

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

4:10 p.m.

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

COMMISSION ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Pon presided.

MINUTES

Adjourned Meeting of August 19, 1996 held on August 29, 1996

Action: Approve.

ANNOUNCEMENTS

The Executive Session scheduled for September 16, 1996 was cancelled.

0177-96-7 Determination of future employability: dismissal of Diane Luckett, Clerk (Class 1404), Department of Human Services. (Item No. 8G)

Speakers: None

Action: Off calendar pending resolution of grievance procedure.

0194-96-7 Determination of future employability: dismissal of Linda Burnett, Senior Eligibility Worker (Class 2905), Department of Human Services. (Item No. 8H)

Speakers: None

Action: Postpone to the meeting of October 7, 1996 due to rescheduling of September 16, 1996 meeting.

0250-96-7 Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Human Services. (Item No. 8F)

June 17, 1996: Postpone to the meeting of July 1, 1996 at the request of the Department of Human Services.

July 1, 1996: Off calendar pending resolution of grievance.

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of the Department of Human Services.

Speakers: None

Action: Postpone to the meeting of October 7, 1996 due to rescheduling of September 16, 1996 meeting.

0265-96-7 Determination of future employability: automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305), Department of Public Health. (Item No. 8A)

June 3, 1996: Postpone to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

June 17, 1996: Postpone to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

July 1, 1996: Postpone to the meeting of July 15, 1996 at the request of Local 250.

July 15, 1996: Postpone to the meeting of August 19, 1996 at the request of Local 250. Notify Local 250 that this will be the last continuance that would be granted administratively.

(8A Cont. - Item No. 0265-96-7)

August 19, 1996: Postpone to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: None

Action: Postpone to the meeting of October 7, 1996 due to rescheduling of September 16, 1996 meeting.

0307-96-7 Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (Item No. 6C)

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

Speakers: None

Action: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

0319-96-7 Determination of future employability: dismissal of Michael Mark, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8D)

August 5, 1996: Postpone to the meeting of August 19, 1996 at the request of Mr. Mark.

August 19, 1996: Postpone to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: None

Action: Postpone to the meeting of October 7, 1996 due to rescheduling of September 16, 1996 meeting.

0348-96-4 Appeal of the examination results for Class 6333 Senior Building Inspector. (Item No. 7A)

Speakers: None

Action: Postpone to the meeting of October 7, 1996 at the request of Carpenters Local 22.

0363-96-7 Determination of future employability: dismissal of Charles Harris, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8E)

Speakers: None

Action: Postpone to the meeting of October 7, 1996 due to rescheduling of September 16, 1996 meeting.

0367-96-7 Determination of future employability: dismissal of Jeff Edwards, Environmental Health Inspector (Class 6120), Department of Public Health. (Item No. 8C)

Speakers: None

Action: Postpone to the meeting of October 7, 1996 at the request of Mr. Edwards' attorney.

0371-96-7 Appeal of automatic resignation of Robert O'Rorke, Car and Auto Painter (Class 7309), Purchasing Department. (Item No. 8I)

Speakers: None

Action: Postpone to the meeting of October 7, 1996 due to rescheduling of September 16, 1996 meeting.

0383-96-7 Determination of future employability: dismissal of Stephen Killough, Stationary Engineer (Class 7334), Airports Commission. (Item No. 8J)

Speakers: None

Action: Postpone to the meeting of October 7, 1996 due to rescheduling of September 16, 1996 meeting.

0390-96-7 Determination of future employability: entrance probationary termination of Brenda Lyles, Principal Clerk (Class 1408), Department of Public Health. (Item No. 8B)

Speakers: None

Action: Off calendar; request for hearing withdrawn.

0410-96-5 Proposed amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Article VI - Classes for which the Rule of Three Scores is Used Exclusively. (Item No. 6A)

Speakers: None.

Action: Post. Circulate for meet and confer.

**0412-96-8 Review of requests for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2088-96/97	Recreation and Parks Commission	\$30,000	Provide a 2 1/2 to 3 hour Summer Festival Day, four (4) performance, at four different Recreation and Park locations throughout the City.	Continuing	7/1/98
2089-96/97	Retirement System	\$150,000	Provide actuarial services for the Retirement System.	Continuing	6/30/97
4053-96/97	Airports Commission	\$4,700,000	Provide research and develop financing plan for Airport capital projects; develop bond documents and structure of Airport bond issues; develop a market for Airport bond issues; provide interim financial services between the issuances of bonds.	Regular	9/1/01
4054-96/97	Art Commission	\$125,500	Will design and oversee the implementation of the final segment of 2 1/2 mile Historic and Interpretive Signage Project for the Waterfront Transportation Projects.	Regular	8/1/99
4055-96/97	Art Commission	\$800,000	Fabricate and transport sculptural light reflectors for installation in the Departures lobby of the new International Terminal at San Francisco International Airport.	Regular	1/1/01
4056-96/97	San Francisco Community College District	\$75,000	Will establish and facilitate a strategic planning process for the City College of San Francisco.	Regular	6/30/97
4057-96/97	Human Resources	\$65,520	Provide software maintenance services for the Department of Human Resources LAN/WAN Network.	Regular	6/30/97
4058-96/97	Public Health	\$840,000	Provide highly specialized cost and reimbursement financial consultation to optimize the department's revenues and Medicare and Medi-Cal reimbursements within the prescribed regulations and instructions.	Regular	6/30/01
4059-96/97	Public Health	\$300,000	Provide psychiatric inpatient services for special clients that can not be placed in the existing Institute for Mental Disease (IMD's) programs.	Regular	6/30/97

0412-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-96/97	Public Works	\$400,000	Provide construction management services including cost estimating, scheduling, value engineering, special inspection, and Americans with Disabilities Act (ADA) consultation, for the construction of the 9-1-1/OES Emergency Communications Center.	Regular	5/30/99
4061-96/97	Recreation and Parks Commission	\$280,000	Will plan, organize, and conduct concerts by the Golden Gate Park Band for City functions throughout the City for official functions, including Sunday concerts in Golden Gate Park.	Regular	6/30/98
4062-96/97 <i>Over to meeting of 10-7-96</i>	Recreation and Parks Commission	\$240,000	Will inventory and evaluate approximately 30 city-wide park sites containing significant natural resources; develop specific recommendations for preservation and restoration of each site; and implementing a significant Natural Resource Management Plan.	Regular	12/31/02
4063-96/97	Telecommunication & Information Services	\$85,000	Provide camera ready advertisements for personnel recruitments.	Regular	6/30/97
014X-94/95	Public Utilities Commission (Hetch Hetchy & Bureaus)	Increase amount \$100,000 New amount \$300,000	Will review and renew Water Department leases to reduce existing backlog and mitigate potential loss of revenue to the City.	Regular	12/31/97
4123-95/96	Public Transportation	Increase amount \$1,253,857 New amount \$3,253,857	Provide overall project management and engineering services to conduct the Bayshore Light Rail Project Development and Draft Environmental Impact Statement/Report (DEIS/DEIR) preparation.	Regular	6/30/98

Speakers: PSC# 2089-96/97, 4057-96/97, 4060-96/97, and 4123-96/97
Con: Linda Jofuku, Local 21

PSC# 4062-96/97 Pro: Joanne Wilson, Recreation and Park Department

- Action:
1. Contract 4062-96/97 over to the meeting of October 7, 1996.
 2. Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser.

0414-96-5 Appointment of Civil Service Commission Trustee to the Transport Workers Union - San Francisco Municipal Railway Trust Fund. (Item No. 6B)

Speakers: None.

Action: Appoint Ms. Andrea Gourdine, Human Resources Director, as the Commission's Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund Board; Mr. John Madden, Chief Assistant Controller, to continue as the Commission's alternate.

0415-96-4 Appeals of Department of Human Resources Director's decision to amend and retitle Class 2930 Psychiatric Social Worker and Class 2932 Senior Psychiatric Social Worker and the subsequent broadening of minimum qualifications to include candidates who hold Marriage, Family and Child Counselors (MFCC) Licensure. (Item No. 7B)

Speakers: None

Action: Postpone to the meeting of October 7, 1996 at the request of the Department of Public Health and the Department of Human Resources-Employee Relations Division.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

(10A) Progress report on class consolidation project

(10B) Report on exempt positions

Action: Reports received; file.

REQUESTS TO SPEAK (Item No. 11)

None

ADJOURNMENT (Item No. 12)

4:22 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 7, 1996

DOCUMENTS DEPT.

OCT 03 1996

SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR BUSINESS

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

3:00 p.m.

8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS' NEW BUSINESS
10. REPORTS
11. REQUESTS TO SPEAK
12. ADJOURNMENT



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

October 7, 1996

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Adjourned Meeting of September 16, 1996 held on September 26, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, October 7, 1996
- C. Other announcements

(5) RATIFICATION AGENDA (Item 5)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(5) Review of requests for approval of proposed personal services contracts.
(File No. 0444-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2090-96/97	Human Services	\$30,000	Provide a Foster Parent training support group to assist foster parents in providing services to at-risk children placed in their homes.	Continuing	12/31/97
2091-96/97	Human Services	\$50,000	Provide linguistically and culturally relevant supportive counseling services by phone to the targeted population.	Continuing	09/30/97
4064-96/97	Adult Probation	\$73,320	Provide staffing support for the Criminal Justice Treatment Network for Women.	Regular	06/30/97
4065-96/97	Airports Commission	\$791,000	Will prepare an Environmental Assessment (EA) of the San Francisco International Airport Master Plan for the Federal Aviation Administration.	Regular	12/31/98
4066-96/97	Airports Commission	\$95,165	Will install a new Computer Maintenance Management Software System.	Regular	04/01/97
4067-96/97	City Administrator	\$225,000	Provide technical assistance to City departments in hazardous waste reduction.	Regular	09/30/99
4068-96/97	Public Utilities Commission	\$1,200,000	Provide as-needed environmental engineering services to assure the PUC facilities and activities are in compliance with all applicable laws and regulations.	Regular	11/01/98
4069-96/97	Rent Arbitration Board	\$170,000	Will develop a 4D software database for a Macintosh Lan.	Regular	10/13/97
085R-94/95	Public Utilities Commission	Increase amount \$100,000 New amount \$1,424,500	Provide professional services to assist staff in the computer modeling of the S.F. Water and Power System in order to evaluate alternative methods of predicting reservoir levels, snowmelt runoff, hydro electric generation water drafts.	Regular	02/28/97

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA (Items 6A through 6D)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6A) Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Human Services. (File No. 0250-96-7)

June 17, 1996: Postpone to the meeting of July 1, 1996 at the request of the Department of Human Services.

July 1, 1996: Off calendar pending resolution of grievance.

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of the Department of Human Services.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation: Postpone to the meeting of October 21, 1996 at the request of the Department of Human Services.

(6B) Determination of future employability: dismissal of Linda Burnett, Senior Eligibility Worker (Class 2905), Department of Human Services. (File No. 0194-96-7)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation: Postpone to the meeting of October 21, 1996 at the request of the Department of Human Services.

(6C) Appeals of Department of Human Resources Director's decision to amend and retitle Class 2930 Psychiatric Social Worker and Class 2932 Senior Psychiatric Social Worker and the subsequent broadening of minimum qualifications to include candidates who hold Marriage, Family and Child Counselors (MFCC) Licensure. (File No. 0415-96-4)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation: Postpone to the meeting of October 21, 1996 at the request of the Department of Public Health and the Department of Human Resources-Employee Relations Division.

(6D) Proposed amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Article VI - Classes for which the Rule of Three Scores is Used Exclusively. (File No. 0410-96-5)

September 16, 1996: Post. Circulate for meet and confer.

Recommendation: Adopt Rules change to affect all classes listed in Rule 13, Article VI except for those represented by Electrical Workers Local 6 and Automotive Mechanics Lodge No. 1414. Meet and confer with both organizations in process.

(7) REGULAR AGENDA (Items 7A through 7B)

(7A) Appeal of the examination results for Class 6333 Senior Building Inspector. (File No. 0348-96-4)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation: Deny the appeals of John Aires, Spencer Gosh, Norman Gutierrez, John Lee, Barbara Kugay, Patrick Redmond, John Singleton, Dermot Sullivan, Herminio Torres, and James Whipple. Sustain the decision of the Human Resources Director.

(7B) Review of request for approval of proposed personal services contract. (File No. 0412-96-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-96/97	Recreation and Parks Commission	\$240,000	Will inventory and evaluate approximately 30 city-wide park sites containing significant natural resources; develop specific recommendations for preservation and restoration of each site; and implementing a significant Natural Resource Management Plan.	Regular	12/31/02

September 16, 1996: PSC# 4062-96/97 over to the meeting of October 7, 1996.

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8G)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

AUTOMATIC RESIGNATION
(Future Employability Only)

- (8A) Determination of future employability: automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305), Department of Public Health. (File No. 0265-96-7)**

June 3, 1996: Postpone to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

June 17, 1996: Postpone to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

July 1, 1996: Postpone to the meeting of July 15, 1996 at the request of Local 250.

July 15, 1996: Postpone to the meeting of August 19, 1996 at the request of Local 250. Notify Local 250 that this will be the last continuance that would be granted administratively.

August 19, 1996: Postpone to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation of Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8B) Determination of future employability: dismissal of Jeff Edwards, Environmental Health Inspector (Class 6120), Department of Public Health. (File No. 0367-96-7)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation of Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8C) **Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (File No. 0307-96-7)**

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

September 16, 1996: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

Recommendation of Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Recreation and Park Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8D) **Determination of future employability: dismissal of Michael Mark, Transit Operator (Class 9163), Public Transportation Department. (File No. 0319-96-7)**

August 5, 1996: Postpone to the meeting of August 19, 1996 at the request of Mr. Mark.

August 19, 1996: Postpone to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation of Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8E) Determination of future employability: dismissal of Charles Harris, Transit Operator (Class 9163), Public Transportation Department. (File No. 0363-96-7)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation of Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

APPEAL OF AUTOMATIC RESIGNATION

- (8F) Appeal of automatic resignation: Robert O'Rorke, Car and Auto Painter (Class 7309), Purchasing Department. (File No. 0371-96-7)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation of Purchasing Department:

Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Purchasing Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8G) Determination of future employability: dismissal of Stephen Killough, Stationary Engineer (Class 7334), Airports Commission. (File No. 0383-96-7)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Recommendation of Airports Commission:

Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

(9) **COMMISSIONERS' NEW BUSINESS**

(10) **HUMAN RESOURCES DIRECTOR'S REPORT**

- (10A) Report of eligible lists extended during the period of August 1, 1996 through August 31, 1996.
- (10B) Quarterly monitoring report on expanded certification rules.
- (10C) Annual report on Personal Services Contracts award status for annual, regular, and expedited approvals.

(11) **REQUESTS TO SPEAK**

(12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

0/7/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

MINUTES

Regular Meeting
October 7, 1996

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

CALL TO ORDER

2:12 p.m.

COMMISSION ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

DOCUMENTS DEPT.

OCT 11 1996

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Commissioner Pon presided.

MINUTES

Adjourned Meeting of September 16, 1996 held on September 26, 1996

Action: Approve.

ANNOUNCEMENTS

The Executive Session of October 7, 1996 was canceled.

0194-96-7 **Determination of future employability: dismissal of Linda Burnett, Senior Eligibility Worker (Class 2905), Department of Human Services. (Item No. 6B)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: None

Action: Postpone to the meeting of October 21, 1996 at the request of the Department of Human Services.

0250-96-7 Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Human Services. (Item No. 6A)

June 17, 1996: Postpone to the meeting of July 1, 1996 at the request of the Department of Human Services.

July 1, 1996: Off calendar pending resolution of grievance.

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of the Department of Human Services.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: None

Action: Postpone to the meeting of October 21, 1996 at the request of the Department of Human Services.

0265-96-7 Determination of future employability: automatic resignation of Alfred Fontenot, Psychiatric Technician (Class 2305), Department of Public Health. (Item No. 8A)

June 3, 1996: Postpone to the meeting of June 17, 1996 at the request of Mr. Fontenot's representative.

June 17, 1996: Postpone to the meeting of July 1, 1996 in order to clarify status with Mr. Fontenot's representative.

July 1, 1996: Postpone to the meeting of July 15, 1996 at the request of Local 250.

July 15, 1996: Postpone to the meeting of August 19, 1996 at the request of Local 250. Notify Local 250 that this will be the last continuance that would be granted administratively.

August 19, 1996: Postpone to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: Pro: Michael Brown, Department of Public Health
 Con: Brett Nair, Local 280

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service (as recommended by the Department of Public Health).

0307-96-7 Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (Item No. 8C)

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

September 16, 1996: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

Speakers: Pro: Curtis Coates, Recreation and Park Department
 Gloria Koch-Gonzalez, Recreation and Park
 Con: Daniel Connolly

Action: Postpone to the meeting of October 21, 1996 due to 2 to 1 vote.

0319-96-7 Determination of future employability: dismissal of Michael Mark, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8D)

August 5, 1996: Postpone to the meeting of August 19, 1996 at the request of Mr. Mark.

August 19, 1996: Postpone to the meeting of September 16, 1996 due to rescheduling of August 19, 1996 meeting.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: None

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department. (Mr. Mark failed to appear).

**0348-96-4 Appeal of the examination results for Class 6333 Senior Building Inspector.
(Item No. 7A)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: Pro: Ana Borja, Department of Human Resources
 Con: Norman Gutierrez
 John Singleton
 Donna Levitt, Carpenter's Union, Local 22

Action: Postpone to the meeting of October 21, 1996. Human Resources Director to provide the Civil Service Commission with a report answering the following questions:

1. Would the examination still be valid if the oral question is eliminated?
2. What steps were taken to insure consistency in the application of the examination?
3. Of the ten appellants listed, what would their relative ranking on the eligible list have been had the oral question been administered differently?

0363-96-7 Determination of future employability: dismissal of Charles Harris, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8E)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: Pro: Kin Gee, Public Transportation Department
 Con: Charles Harris

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

0367-96-7 Determination of future employability: dismissal of Jeff Edwards, Environmental Health Inspector (Class 6120), Department of Public Health. (Item No. 8B)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: Pro: Cindy Monroe, Department of Public Health
 Con: Lawrence Fassano

Action: Postpone until litigation resolved. Pending final Civil Service Commission action, Mr. Edwards is ineligible for any employment with the City and County of San Francisco. Mr. Edwards to notify the Executive Officer when prepared to proceed.

0371-96-7 Appeal of automatic resignation: Robert O'Rorke, Car and Auto Painter (Class 7309), Purchasing Department. (Item No. 8F)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: None

Action: Deny appeal. Approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Purchasing Department. (Mr. O'Rorke failed to appear).

0383-96-7 Determination of future employability: dismissal of Stephen Killough, Stationary Engineer (Class 7334), Airports Commission. (Item No. 8G)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: Pro: Jim Ilnicki, Airport
 Con: Ellen Mendelson

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

0410-96-5 Proposed amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Article VI - Classes for which the Rule of Three Scores is Used Exclusively. (Item No. 6D)

September 16, 1996: Post. Circulate for meet and confer.

Speakers: None

Action: Adopt Rules change to affect all classes listed in Rule 13, Article VI except for those represented by Electrical Workers Local 6 and Automotive Mechanics Lodge No. 1414. Meet and confer with both organizations in process.

0412-96-8 Review of request for approval of proposed personal services contract. (Item No. 7B)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-96/97	Recreation and Parks Commission	\$240,000	Will inventory and evaluate approximately 30 city-wide park sites containing significant natural resources; develop specific recommendations for preservation and restoration of each site; and implementing a significant Natural Resource Management Plan.	Regular	12/31/02

September 16, 1996: PSC# 4062-96/97 over to the meeting of October 7, 1996.

Speakers: Pro: Deborah Learner, Recreation and Park Department

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0415-96-4 Appeals of Department of Human Resources Director's decision to amend and retitle Class 2930 Psychiatric Social Worker and Class 2932 Senior Psychiatric Social Worker and the subsequent broadening of minimum qualifications to include candidates who hold Marriage, Family and Child Counselors (MFCC) Licensure. (Item No. 6C)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

Speakers: None

Action: Postpone to the meeting of October 21, 1996 at the request of the Department of Public Health and the Department of Human Resources-Employee Relations Division.

**0444-96-8 Review of requests for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2090-96/97	Human Services	\$30,000	Provide a Foster Parent training support group to assist foster parents in providing services to at-risk children placed in their homes.	Continuing	12/31/97
2091-96/97	Human Services	\$50,000	Provide linguistically and culturally relevant supportive counseling services by phone to the targeted population.	Continuing	09/30/97
4064-96/97	Adult Probation	\$73,320	Provide staffing support for the Criminal Justice Treatment Network for Women.	Regular	06/30/97
4065-96/97	Airports Commission	\$791,000	Will prepare an Environmental Assessment (EA) of the San Francisco International Airport Master Plan for the Federal Aviation Administration.	Regular	12/31/98
4066-96/97	Airports Commission	\$95,165	Will install a new Computer Maintenance Management Software System.	Regular	04/01/97
4067-96/97	City Administrator	\$225,000	Provide technical assistance to City departments in hazardous waste reduction.	Regular	09/30/99
4068-96/97	Public Utilities Commission	\$1,200,000	Provide as-needed environmental engineering services to assure the PUC facilities and activities are in compliance with all applicable laws and regulations.	Regular	11/01/98
4069-96/97	Rent Arbitration Board	\$170,000	Will develop a 4D software database for a Macintosh Lan.	Regular	10/13/97
085R-94/95 <i>Off Calendar</i>	Public Utilities Commission	Increase amount \$100,000 New amount \$1,424,500	Provide professional services to assist staff in the computer modeling of the S.F. Water and Power System in order to evaluate alternative methods of predicting reservoir levels, snowmelt runoff, hydro electric generation water drafts.	Regular	02/28/97

Speakers: None

Action: 1. Contract 085R-94/95 off calendar at the request of the Public Utilities Commission.

2. Adopt Human Resources Director's report on remaining contracts.
Notify the offices of the Controller and the Purchaser.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

- (10A) Report of eligible lists extended during the period of August 1, 1996 through August 31, 1996.
- (10B) Quarterly monitoring report on expanded certification rules.
- (10C) Annual report on Personal Services Contracts award status for annual, regular, and expedited approvals.
- Speakers: Dorothy Yee, Department of Human Resources
- Action: Reports received; file.

REQUESTS TO SPEAK (Item No. 11)

None

ADJOURNMENT (Item No. 12)

4:12 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF

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#4

10/21/96

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 21, 1996

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

DOCUMENTS DEPT

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR BUSINESS

OCT 17 1996

SAN FRANCISCO
PUBLIC LIBRARY

Kate Wingerson
San Francisco Public Library
Civic Center
Box 41 (Cal)

3:00 p.m.

8. EMPLOYEE SEPARATIONS
9. COMMISSIONERS' NEW BUSINESS
10. REPORTS
11. REQUESTS TO SPEAK
12. ADJOURNMENT



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

October 21, 1996

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting of October 7, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, October 21, 1996
- C. Other announcements

(5) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(5) Review of requests for approval of proposed personal services contracts.
(File No. 0459-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-96/97	Airports Commission	\$6,000,000	Architectural/Engineering Design of Airport Security and Special Systems that will control and operate the various building facilities.	Regular	12/31/00
4071-96/97	Fire Department	\$73,755	Provide technical and specialized maintenance to a computer controlled electro-mechanical system which simulates Class A, B, and C fires.	Regular	12/31/96
4072-96/97	Mayor's Criminal Justice Council	\$300,000	Implement a Neighborhood Crime Prevention Program with a collaborative of 10 community organizations working in seven police districts to organize public safety activities.	Regular	10/31/97
4073-96/97	Mayor's Criminal Justice Council	\$500,000	Implement a Neighborhood Crime Prevention Program with a collaborative of 12 community organizations working in 10 police districts to organize public safety activities.	Regular	10/31/97
4074-96/97	Public Health	\$190,000	Provide fiscal intermediary services to the City including: processing and payment of claims from San Francisco hospitals and physicians to reimburse for uncompensated costs incurred in providing medical care to indigent persons.	Regular	03/31/98
4075-96/97	Public Health	\$750,000	Provide physical examination, pap smears, screening and diagnostic mammography, colposcopy and colposcopy-directed biopsy, follow-up and health education.	Regular	06/30/99
4076-96/97	Public Utilities Commission	\$150,000	Resource planning and analysis services such as Strategic Business Planning.	Regular	09/30/99
4077-96/97	Public Utilities Commission	\$100,000	Provide Hydrological Modeling/Engineering Support/Resource Planning.	Regular	09/30/99
4078-96/97	Recreation and Parks Commission	\$149,500	Provide various support services to community gardens located on City-owned property; assist gardeners in small maintenance and rehabilitation projects.	Regular	06/30/97
077R-94/95	Public Health	Increase amount \$380,000 New amount \$1,100,000	Provide highly specialized medical and surgical services to medically indigent adults.	Regular	06/30/97

Recommendation: Adopt Human Resources Director's Report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA (Items 6A through 6B)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

**(6A) Appeal of the examination results for Class 6333 Senior Building Inspector.
(File No. 0348-96-4)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

October 7, 1996: Postpone to the meeting of October 21, 1996. Human Resources Director to provide the Civil Service Commission with a report answering the following questions:

1. Would the examination still be valid if the oral question is eliminated?
2. What steps were taken to insure consistency in the application of the examination?
3. Of the ten appellants listed, what would their relative ranking on the eligible list have been had the oral question been administered differently?

Recommendation: Postpone to the meeting of November 4, 1996 at the request of the Human Resources Director.

(6B) Request for approval to hold a promotive-only examination for Class 7372 Stationary Engineer, Sewage Plant. (File No. 0458-96-4)

Recommendation: Approve request to issue the examination announcement for Class 7372 Stationary Engineer, Sewage Plant, on a promotive-only basis.

(7) REGULAR AGENDA (Items 7A through 7B)

**(7A) Appeal of the Human Resources Director's decision to support the administrative closure of the discrimination complaint by Sandra Dell'Agostino.
(File No. 0389-96-6)**

Recommendation: Deny appeal. Sustain the decision of the Human Resources Director.

- (7B) **Appeals of the Human Resources Director's decision to amend and retitle Class 2930 Psychiatric Social Worker and Class 2932 Senior Psychiatric Social Worker and the subsequent broadening of minimum qualifications to include candidates who hold Marriage, Family and Child Counselors (MFCC) Licensure. (File No. 0415-96-4)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting. »

October 7, 1996: Postpone to the meeting of October 21, 1996 at the request of the Department of Public Health and the Department of Human Resources-Employee Relations Division.

Recommendation: Deny appeals. Sustain the decision of the Human Resources Director.

(8) **EMPLOYEE SEPARATIONS (Items 8A through 8E)**

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8A) **Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (File No. 0307-96-7)**

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

September 16, 1996: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

October 7, 1996: Postpone to the meeting of October 21, 1996 due to 2 to 1 vote.

Recommendation of Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County service. No future employment with the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

- (8B) Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Human Services. (File No. 0250-96-7)**

June 17, 1996: Postpone to the meeting of July 1, 1996 at the request of the Department of Human Services.

July 1, 1996: Off calendar pending resolution of grievance.

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of the Department of Human Services.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

October 7, 1996: Postpone to the meeting of October 21, 1996 at the request of the Department of Human Services.

Recommendation: Dismiss from the City and County service. Cancel any current examination and eligibility status. Future employment with the Department of Social Services shall be subject to the review and approval of the Human Resources Director upon completion of two years' verifiable work experience outside the City and County of San Francisco at the professional level of social worker in a mid to large size agency.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8C) Determination of future employability: dismissal of Linda Burnett, Senior Eligibility Worker (Class 2905), Department of Human Services.(File No. 0194-96-7)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

October 7, 1996: Postpone to the meeting of October 21, 1996 at the request of the Department of Human Services.

Recommendation: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the City and County of San Francisco.

AUTOMATIC RESIGNATION

(Future Employability Only)

- (8D) **Determination of future employability: automatic resignation of Gloria Barnes, Clerk Typist (Class 1424), Department of Human Services. (File No. 0787-95-7)**

Recommendation: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Human Services.

DISMISSAL OF PERMANENT EMPLOYEE

(Future Employability Only)

- (8E) **Determination of future employability: dismissal of Larry Bell, Investigator (Class 4334), Tax Collector. (File No. 0419-96-7)**

Recommendation: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Tax Collector.

- (9) **COMMISSIONERS' NEW BUSINESS**

- (10) **HUMAN RESOURCES DIRECTOR'S REPORT**

(10A) Progress report on class consolidation project.

(10B) Report on oral exam procedures.

- (11) **REQUESTS TO SPEAK**

- (12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

5F
C65
#5

12/21/96

MINUTES

Regular Meeting

October 21, 1996

2:00 p.m.

Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.

OCT 29 1996

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:08 p.m.

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

COMMISSION ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present (Items missed: 3; 5; 6A; and, 6B)
Commissioner Juan Rios	Absent

Commissioner Clopton presided.

MINUTES

Regular Meeting of October 7, 1996

Action: Approve.

ANNOUNCEMENTS

The Executive Session of October 21, 1996 was canceled.

Due to the Winter holidays in December, the Civil Service Commission meeting of December 16, 1996 is canceled. The Commission will meet once in December on Monday, December 2, 1996 at 2:00 p.m. in Room 428 Veterans Building, 401 Van Ness Avenue, San Francisco.

0787-95-7 Determination of future employability: automatic resignation of Gloria Barnes, Clerk Typist (Class 1424), Department of Human Services. (Item No. 8D)

Speakers: None

Action: Off calendar pending resolution of grievance.

0170-96-7 Determination of future employability: dismissal of Darlene Lemone, Secretary I (Class 1444), Department of Human Services. (Item No. 8E)

Speakers: None

Action: Off calendar pending resolution of grievance.

0194-96-7 Determination of future employability: dismissal of Linda Burnett, Senior Eligibility Worker (Class 2905), Department of Human Services. (Item No. 8C)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

October 7, 1996: Postpone to the meeting of October 21, 1996 at the request of the Department of Human Services.

Speakers: Pro: Mary Smith, Department of Human Services
 Con: Linda Joseph, Local 535
 Rev. Edwin H. Watkins, Mt. Zion Baptist Church
 Lauretta Oravitz, Attorney

Action: Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco. (Vote of 3 to 1: Commissioner Kosturos dissents)

0250-96-7 Determination of future employability: entrance probationary termination of Shelley Siegel-Holtzman, Child Welfare Worker (Class 2940), Department of Human Services. (Item No. 8B)

June 17, 1996: Postpone to the meeting of July 1, 1996 at the request of the Department of Human Services.

July 1, 1996: Off calendar pending resolution of grievance.

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of the Department of Human Services.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

October 7, 1996: Postpone to the meeting of October 21, 1996 at the request of the Department of Human Services.

Speakers: Pro: Gail Kuwamoto, Department of Human Services
 Marian Collins, Department of Human Services
 Con: Linda Joseph, Local 535

Action: Dismiss from the City and County service. Cancel any current examination and eligibility status. Future employment with the Department of Human Services shall be subject to the review and approval of the Human Resources Director upon completion of two years' verifiable work experience outside the City and County of San Francisco at the professional level of social worker in a mid to large size agency.

0307-96-7 Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (Item No. 8A)

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

September 16, 1996: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

October 7, 1996: Postpone to the meeting of October 21, 1996 due to 2 to 1 vote.

Speakers: None

Action: Postpone to the meeting of November 18, 1996 at the request of Ms. Cleveland's attorney. The Commission stipulated that no further continuances would be approved.

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

1. Would the examination still be valid if the oral question is eliminated?
2. What steps were taken to insure consistency in the application of the examination?
3. Of the ten appellants listed, what would their relative ranking on the eligible list have been had the oral question been administered differently?

Action: Postpone to the meeting of November 4, 1996 at the request of the Human Resources Director.

Speakers:	Pro:	Sylvia Castellanos, Department of Human Resources
		Dorothy Yee, Department of Human Resources
	Con:	Sandra Dell’Agostino

Action: Allow Ms. Dell'Agostino until October 31, 1996 to file a formal discrimination complaint. The Commission stipulated that this grant of additional time is non-precedential and is due exclusively to the procedural confusion about this matter arising during the transition between one Human Resources Director to the incumbent.

0415-96-4 Appeals of the Human Resources Director's decision to amend and retitle Class 2930 Psychiatric Social Worker and Class 2932 Senior Psychiatric Social Worker and the subsequent broadening of minimum qualifications to include candidates who hold Marriage, Family and Child Counselors (MFCC) Licensure. (Item No. 7B)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

October 7, 1996: Postpone to the meeting of October 21, 1996 at the request of the Department of Public Health and the Department of Human Resources-Employee Relations Division.

Speakers: None

Action: Off calendar pending completion of meet and confer process. The Human Resources Director to notify the Executive Officer when prepared to proceed.

0419-96-7 Determination of future employability: dismissal of Larry Bell, Investigator (Class 4334), Tax Collector. (Item No. 8F)

Speakers: None

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Tax Collector. (Mr. Bell did not appear)

0458-96-4 Request for approval to hold a promotive-only examination for Class 7372 Stationary Engineer, Sewage Plant. (Item No. 6B)

Speakers: None

Action: Approve request to issue the examination announcement for Class 7372 Stationary Engineer, Sewage Plant, on a promotive-only basis.

**0459-96-8 Review of requests for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-96/97 <i>Postpone to the meeting of 11/18/96</i>	Airports Commission	\$6,000,000	Architectural/Engineering Design of Airport Security and Special Systems that will control and operate the various building facilities.	Regular	12/31/00
4071-96/97	Fire Department	\$73,755	Provide technical and specialized maintenance to a computer controlled electro-mechanical system which simulates Class A, B, and C fires.	Regular	12/31/96
4072-96/97	Mayor's Criminal Justice Council	\$300,000	Implement a Neighborhood Crime Prevention Program with a collaborative of 10 community organizations working in seven police districts to organize public safety activities.	Regular	10/31/97
4073-96/97	Mayor's Criminal Justice Council	\$500,000	Implement a Neighborhood Crime Prevention Program with a collaborative of 12 community organizations working in 10 police districts to organize public safety activities.	Regular	10/31/97
4074-96/97	Public Health	\$190,000	Provide fiscal intermediary services to the City including: processing and payment of claims from San Francisco hospitals and physicians to reimburse for uncompensated costs incurred in providing medical care to indigent persons.	Regular	03/31/98
4075-96/97	Public Health	\$750,000	Provide physical examination, pap smears, screening and diagnostic mammography, colposcopy and colposcopy-directed biopsy, follow-up and health education.	Regular	06/30/99
4076-96/97	Public Utilities Commission	\$150,000	Resource planning and analysis services such as Strategic Business Planning.	Regular	09/30/99
4077-96/97	Public Utilities Commission	\$100,000	Provide Hydrological Modeling/Engineering Support/Resource Planning.	Regular	09/30/99
4078-96/97	Recreation and Parks Commission	\$149,500	Provide various support services to community gardens located on City-owned property; assist gardeners in small maintenance and rehabilitation projects.	Regular	06/30/97

0459-96-8 (Item No. 5 Cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
077R-94/95	Public Health	Increase amount \$380,000 New amount \$1,100,000	Provide highly specialized medical and surgical services to medically indigent adults.	Regular	06/30/97

Speakers: None

- Action:
1. Contract 4070-96/97 postponed to the meeting of November 18, 1996 at the request of the Airports Commission.
 2. Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

(10A) Progress report on class consolidation project.

(10B) Report on oral exam procedures.

Action: Reports accepted; file.

REQUESTS TO SPEAK (Item No. 11)

Linda Joseph, Local 535

ADJOURNMENT (Item No. 12)

4:18 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

SF

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#4

11/4/96

A G E N D A

Regular Meeting
of
November 4, 1996

DOCUMENTS DEPT.

NOV 01 1996

SAN FRANCISCO
PUBLIC LIBRARY

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. COMMENDATION
6. RATIFICATION AGENDA
7. CONSENT AGENDA
8. REGULAR BUSINESS
9. COMMISSIONERS' NEW BUSINESS
10. REPORTS
11. REQUESTS TO SPEAK
12. ADJOURNMENT

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

November 4, 1996

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting of October 21, 1996

(4) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Other announcements

(5) Commendation for Sandra Favale, Executive Secretary III, Civil Service Commission, upon her transfer to the Department of Human Resources.

Recommendation: Adopt.

(6) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(6) Review of requests for approval of proposed personal services contracts.
(File No. 0479-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4079-96/97	Airports Commission	\$268,750	Perform the alignment study and site exploration; prepare the drawing/technical specifications; and provide environmental permitting, CalTrans permitting, and construction support.	Regular	11/30/98
4080-96/97	Airports Commission	\$5,000,000	Provide environmental consulting services to continue supporting the Master Plan activities and maintaining the Airport's compliance with the environmental laws.	Regular	10/01/01
4081-96/97	Mayor's Criminal Justice Council	\$300,000	Will assist the City in the development of a comprehensive, multi-agency plan for providing a continuum of responses for the prevention of juvenile crime and delinquency.	Regular	11/30/97
4082-96/97	City Administrator's Office	\$100,000	Used oil publicity and education campaign that will entail an English, Spanish, and Chinese language campaign.	Regular	07/31/98
4083-96/97	City Administrator's Office	\$225,000	Provide technical assistance in hazardous waste reduction to HWMP and San Francisco businesses.	Regular	11/01/99
4084-96/97	Public Utilities Commission	\$2,700,000	Prepare work plan, budget and schedule to conduct studies and prepare Water Supply Master Plan, forecast long-range water supply and demand, develop alternative strategies and prepare Water Supply Master Plan to meet future water needs.	Regular	04/30/00
4085-96/97	Telecommunication & Information Services	Increase Amount \$60,000 New Amount \$110,000	Will assist with the elimination of the backlog of production support Service Requests.	Regular	06/30/97
082R-94/95	Airports Commission	Increase Amount \$3,495,000 New Amount \$6,955,000	Provide engineering design and contact administration for the utility relocations necessary for the Master Plan projects.	Regular	12/30/97

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) CONSENT AGENDA (Items 7A through 7E)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(7A) Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 0478-96-3)

Recommendation: Adopt staff report; forward to the Board of Supervisors.

(7B) Determination of future employability for Rebekah Silberberg, Stationary Engineer, (Class 7334), California Academy of Sciences. (File No. 0475-96-7)

Recommendation: Cancel any current examination and eligibility status. Ineligible for employment in any position covered by the San Francisco civil service system for the period September 9, 1996 through September 8, 2006. No future employment with the California Academy of Sciences.

(7C) Determination of future employability: dismissal of Thomalyn Lincoln, Transit Operator (Class 9163), Public Transportation Department. (File No. 0450-96-7)

Recommendation: Postpone to the meeting of November 18, 1996 at the request of the Public Transportation Department.

(7D) Determination of future employability: dismissal of Gentle Conner, Transit Operator (Class 9163), Public Transportation Department. (File No. 0449-96-7)

Recommendation: Postpone to the meeting of November 18, 1996 at the request of the Public Transportation Department.

(7E) Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (File No. 0285-96-4)

July 15, 1996: Postponed to the meeting of August 19, 1996 at the request of the appellants.

August 19, 1996: Postpone to the meeting of November 4, 1996 at the request of the appellants representative.

Recommendation: Deny the appeals of Joseph Godfrey, Wendy Lok, Celedonia Pacheco, and John Tusch. Sustain the decision of the Human Resources Director.

(8) **REGULAR AGENDA**

(8A) **Appeals of the examination results for Class 6333 Senior Building Inspector.
(File No. 0348-96-4)**

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

October 7, 1996: Postpone to the meeting of October 21, 1996. Human Resources Director to provide the Civil Service Commission with a report answering the following questions:

1. Would the examination still be valid if the oral question is eliminated?
2. What steps were taken to insure consistency in the application of the examination?
3. Of the ten appellants listed, what would their relative ranking on the eligible list have been had the oral question been administered differently?

October 21, 1996: Postpone to the meeting of November 4, 1996 at the request of the Human Resources Director.

Recommendation: Deny the appeals of John Aires, Spencer Gosh, Norman Gutierrez, John Lee, Barbara Kugay, Patrick Redmond, John Singleton, Dermot Sullivan, Herminio Torres, and James Whipple. Sustain the decision of the Human Resources Director.

(9) **COMMISSIONERS' NEW BUSINESS**

(10) **HUMAN RESOURCES DIRECTOR'S REPORT**

(11) **REQUESTS TO SPEAK**

(12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

SF
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11/4/96

MINUTES

Regular Meeting
November 4, 1996

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

CALL TO ORDER

2:23 p.m.

COMMISSION ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Absent

DOCUMENTS DEPT.

Commissioner Pon presided.

NOV 13 1996

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PUBLIC LIBRARY

MINUTES

Regular Meeting of October 21, 1996

Action: Approve.

ANNOUNCEMENTS

Due to the Winter holidays in December, the Civil Service Commission meeting of December 16, 1996 is canceled. The Commission will meet once in December on Monday, December 2, 1996 at 2:00 p.m. in Room 428 Veterans Building, 401 Van Ness Avenue, San Francisco.

Commendation for Sandra Favale, Executive Secretary III, Civil Service Commission, upon her transfer to the Department of Human Resources. (Item No. 5)

Action: Approve.

0285-96-4 Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (Item No. 7E)

July 15, 1996: Postponed to the meeting of August 19, 1996 at the request of the appellants.

August 19, 1996: Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.

Speakers: None

Action: Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.

0348-96-4 Appeals of the examination results for Class 6333 Senior Building Inspector. (Item No. 8A)

September 16, 1996: Postpone to the meeting of October 7, 1996 due to rescheduling of August 19, 1996 meeting.

October 7, 1996: Postpone to the meeting of October 21, 1996. Human Resources Director to provide the Civil Service Commission with a report answering the following questions:

1. Would the examination still be valid if the oral question is eliminated?
2. What steps were taken to insure consistency in the application of the examination?
3. Of the ten appellants listed, what would their relative ranking on the eligible list have been had the oral question been administered differently?

October 21, 1996: Postpone to the meeting of November 4, 1996 at the request of the Human Resources Director.

Speakers: Pro: Janice Fakuda, Department of Human Resources
James Hutchinson, Bureau of Building Inspection
Con: Norman Gutierrez
John Aires
John Singleton

Action: Deny the appeals of John Aires, Spencer Gosh, Norman Gutierrez, John Lee, Barbara Kugay, Patrick Redmond, John Singleton, Dermot Sullivan, Herminio Torres, and James Whipple. Sustain the decision of the Human Resources Director.

0449-96-7 Determination of future employability: dismissal of Gentle Conner, Transit Operator (Class 9163), Public Transportation Department. (Item No. 7D)

Speakers: None

Action: Postpone to the meeting of November 18, 1996 at the request of the Public Transportation Department.

0450-96-7 Determination of future employability: dismissal of Thomalyn Lincoln, Transit Operator (Class 9163), Public Transportation Department. (Item No. 7C)

Speakers: None

Action: Postpone to the meeting of November 18, 1996 at the request of the Public Transportation Department.

0475-96-7 Determination of future employability for Rebekah Silberberg, Stationary Engineer, (Class 7334), California Academy of Sciences. (Item No. 7B)

Speakers: None

Action: Cancel any current examination and eligibility status. Ineligible for employment in any position covered by the San Francisco civil service system for the period September 9, 1996 through September 8, 2006. No future employment with the California Academy of Sciences.

0478-96-3 Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Item No. 7A)

Speakers: None

Action: Adopt staff report; forward to the Board of Supervisors.

**0479-96-8 Review of requests for approval of proposed personal services contracts.
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4079-96/97	Airports Commission	\$268,750	Perform the alignment study and site exploration; prepare the drawing/technical specifications; and provide environmental permitting, CalTrans permitting, and construction support.	Regular	11/30/98
4080-96/97	Airports Commission	\$5,000,000	Provide environmental consulting services to continue supporting the Master Plan activities and maintaining the Airport's compliance with the environmental laws.	Regular	10/01/01
4081-96/97	Mayor's Criminal Justice Council	\$300,000	Will assist the City in the development of a comprehensive, multi-agency plan for providing a continuum of responses for the prevention of juvenile crime and delinquency.	Regular	11/30/97
4082-96/97	City Administrator's Office	\$100,000	Used oil publicity and education campaign that will entail an English, Spanish, and Chinese language campaign.	Regular	07/31/98
4083-96/97	City Administrator's Office	\$225,000	Provide technical assistance in hazardous waste reduction to HWMP and San Francisco businesses.	Regular	11/01/99
4084-96/97	Public Utilities Commission	\$2,700,000	Prepare work plan, budget and schedule to conduct studies and prepare Water Supply Master Plan, forecast long-range water supply and demand, develop alternative strategies and prepare Water Supply Master Plan to meet future water needs.	Regular	04/30/00
4085-96/97	Telecommunication & Information Services	Increase Amount \$60,000 New Amount \$110,000	Will assist with the elimination of the backlog of production support Service Requests.	Regular	06/30/97
082R-94/95	Airports Commission	Increase Amount \$3,495,000 New Amount \$6,955,000	Provide engineering design and contact administration for the utility relocations necessary for the Master Plan projects.	Regular	12/30/97

Speakers: None

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

None

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

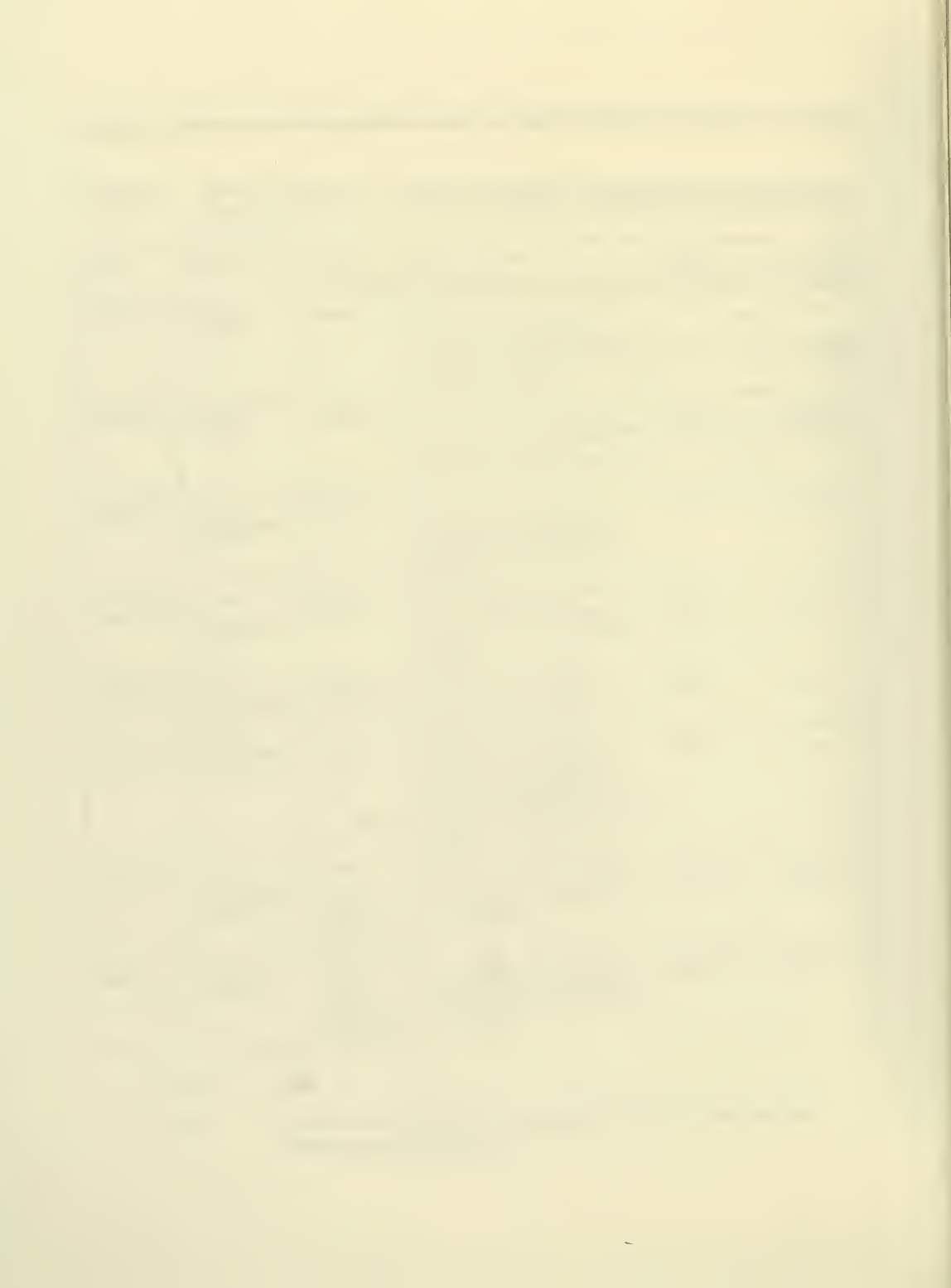
None

REQUESTS TO SPEAK (Item No. 11)

None

ADJOURNMENT (Item No. 12)

2:52 p.m.





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 18, 1996

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR BUSINESS
8. SEPARATION AGENDA
9. COMMISSIONERS' NEW BUSINESS
10. REPORTS
11. REQUESTS TO SPEAK
12. ADJOURNMENT

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[The following text is extremely faint and illegible due to the quality of the scan. It appears to be a list of names and titles, possibly a table of contents or a list of contributors.]

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

November 18, 1996

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting of November 4, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, November 18, 1996
- C. Other announcements

(5) RATIFICATION AGENDA (Items 5A through 5B)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5A) Review of requests for approval of proposed personal services contracts.
(File No. 0495-96-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-96/97	Airports Commission	\$440,000	Will operate transit service between Millbrae CalTrain station and the Airport's Terminals and other major Airport employment centers.	Regular	09/30/97
4087-96/97	City Administrator's Office	\$294,366	Provide Intern services; will screen candidates who will be chosen to assist recycling, hazardous waste, and solid waste program managers with temporary projects.	Regular	12/31/97
4088-96/97	Port	\$750,000	Provide architectural/engineering services to design the Port's new maintenance facility.	Regular	12/31/97
4089-96/97	Public Utilities Commission	\$68,890	Analysis of generators upgrade feasibility; will assess the upgrade capacity and/or capability of existing generators at Kirkwood and Holm Powerhouse.	Regular	02/28/97
4090-96/97	Public Works	\$300,000	Will assist the City in negotiating 2 complex National Pollution Discharge Elimination System (NPDES) permits affecting the City's Combined Sewage Overflow (CSO) control system to ensure that its facilities meet Federal & State regulatory requirements.	Regular	11/17/99
081R-94/95	Airports Commission	Increase Amount \$1,100,000 New Amount \$3,100,000	Environmental consulting services to continue supporting the Master Plan activities and maintaining the Airport's compliance with the environmental laws.	Regular	10/30/97

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(5B) Review of request for approval of proposed personal services contract.
(File No. 0459-96-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-96/97	Airports Commission	\$6,000,000	Architectural/Engineering Design of Airport Security and Special Systems that will control and operate the various building facilities.	Regular	12/31/00

October 21, 1996: Postpone to the meeting of November 18, 1996 at the request of the Airports Commission.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA (Items 6A through 6E)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

**(6A) Proposed Civil Service Commission Meeting Schedule for Calendar Year 1997.
(File No. 0496-96-1)**

Recommendation: Adopt.

(6B) Proposed amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Article VI - Classes for which the Rule of Three Scores is Used Exclusively. (File No. 0410-96-5)

September 16, 1996: Post. Circulate for meet and confer.

October 7, 1996: Adopt Rules change to affect all classes listed in Rule 13, Article VI except for those represented by Electrical Workers Local 6 and Automotive Mechanics Lodge No. 1414. Meet and confer with both organizations in process.

Recommendation: Adopt Rules change to affect all classes listed in Rule 13, Article VI, represented by Electrical Workers Local 6 and Automotive Mechanics Lodge No. 1414.

(6C) Request to extend Civil Service Commission Rule 13.2.3 - Expansion of Certification Rules. (File No. 0497-96-5)

Recommendation: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1997.

(6D) Establishment of the ratio of two percent (2%) of total workforce as the "cap" on the number of exempt appointments under Charter Section 10.104 - 1 through 12. (File No. 0498-96-5)

Recommendation: Adopt the ratio of 2% as the official "cap" on the number of exempt appointments under Charter Section 10.104-1 through 12.

(6E) Proposed amendment to Civil Service Commission Rule 14 - Appointments; Article VII - Exempt Appointment; by adding Section 14.46 - Charter Limit on Certain Categories of Exempt Appointments. (File No. 0194-96-5)

April 15, 1996: Post proposed Rules change. Notify departments. Refer to the Employee Relations Division for circulation to employee organizations for meet and confer.

Recommendation: Adopt. Refer to the Board of Supervisors for approval in accordance with Charter Section 10.104.

(7) REGULAR AGENDA (Item 7A through 7B)

(7A) Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (File No. 0285-96-4)

July 15, 1996: Postponed to the meeting of August 19, 1996 at the request of the appellants.

August 19, 1996: Postpone to the meeting of November 4, 1996 at the request of the appellants representative.

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the appellants representative.

Recommendation: Deny the appeals of Joseph Godfrey, Wendy Lok, Celedonia Pacheco, and John Tusch. Sustain the decision of the Human Resources Director.

(7B) Appeal of the Department of Human Resources' approval of one temporary position in Class 1372 Special Assistant XIII to function as the Director of Education and Public Programs at the Asian Art Museum. (File No. 0161-96-2)

Recommendation: Deny the appeal of Richard Mellott. Sustain the decision of the Human Resources Director.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8D)

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

DISMISSAL OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

(8A) Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (File No. 0307-96-7)

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

September 16, 1996: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

October 7, 1996: Postpone to the meeting of October 21, 1996 due to 2 to 1 vote.

October 21, 1996: Postpone to the meeting of November 18, 1996 at the request of Ms. Cleveland's attorney.

Recommendation of Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Recreation and Park Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

(8B) Determination of future employability: dismissal of Thomalyn Lincoln, Transit Operator (Class 9163), Public Transportation Department. (File No. 0450-96-7)

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the Public Transportation Department.

Recommendation of Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Public Transportation Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8C) **Determination of future employability: dismissal of Gentle Conner, Transit Operator (Class 9163), Public Transportation Department. (File No. 0449-96-7)**

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the Public Transportation Department.

Recommendation of Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

- (8D) **Determination of future employability: dismissal of Loreen Raglin, Eligibility Worker (Class 2903), Department of Human Services. (File No. 0353-96-7)**

Recommendation of the Department of Human Services:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service during which time Ms. Raglin must establish a satisfactory attendance record. Future employment is also subject to making satisfactory progress in a chemical dependency/substance abuse recovery program.

- (9) **COMMISSIONERS' NEW BUSINESS**

- (10) **HUMAN RESOURCES DIRECTOR'S REPORT**

(10A) Progress report on classification projects

(10B) Report on status of eligible list extensions

- (11) **REQUESTS TO SPEAK**

- (12) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

**Regular Meeting
November 18, 1996**

Public Library
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**KAREN CLOPTON
PRESIDENT**

**ADRIENNE PON
VICE PRESIDENT**

**GEORGE KOSTUROS
COMMISSIONER**

**A. LEE MUNSON
COMMISSIONER**

**JUAN RIOS
COMMISSIONER**

**ALBERT C. WALKER
EXECUTIVE OFFICER**

**2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428**

CALL TO ORDER

2:52 p.m.

COMMISSION ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Present

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Commissioner Pon presided.

MINUTES

Regular Meeting of November 4, 1996

Action: Approve.

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, November 18, 1996 at 1:00 p.m. in Room 304A Veterans Building, to confer with the labor negotiator over a labor relations issue under the authority of California Government Code Section 54957.6 and to discuss personnel matters under the authority of California Government Code Section 54957. Present were Commissioners Pon, Munson, and Rios.

The Civil Service Commission consulted with and instructed its labor negotiator on labor issues. On the labor negotiations matter, the Commission approved continuation of the Peer Counselor Program at the Municipal Railway until February 28, 1997, contingent upon the counselors waiving claims based on use of multiple classes to perform peer counselor functions.

The Commission discussed the personnel matters.

Due to the various Winter holidays in December, the Civil Service Commission meeting of December 16, 1996 is canceled. The Commission will meet once in December on Monday, December 2, 1996 at 2:00 p.m. in Room 428 Veterans Building, 401 Van Ness Avenue, San Francisco.

- 0161-96-2 Appeal of the Department of Human Resources' approval of one temporary position in Class 1372 Special Assistant XIII to function as the Director of Education and Public Programs at the Asian Art Museum. (Item No.7B)**

Speakers: None.

Action: Postpone to the meeting of January 6, 1997 at the request of Local 790.

- 0194-96-5 Proposed amendment to Civil Service Commission Rule 14 - Appointments; Article VII - Exempt Appointment; by adding Section 14.46 - Charter Limit on Certain Categories of Exempt Appointments. (Item No. 6E)**

April 15, 1996: Post proposed Rules change. Notify departments. Refer to the Employee Relations Division for circulation to employee organizations for meet and confer.

Speakers: None.

Action: Adopt. Refer to the Board of Supervisors for approval in accordance with Charter Section 10.104.

- 0285-96-4 Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (Item No. 7A)**

July 15, 1996: Postpone to the meeting of August 19, 1996 at the request of the appellants.

August 19, 1996: Postpone to the meeting of November 4, 1996 at the request of the appellants representative.

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the appellants representative.

Speakers: None.

Action: Postpone to the meeting of January 6, 1997 at the request of the Department of Human Resources.

0307-96-7 Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (Item No. 8A)

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

September 16, 1996: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

October 7, 1996: Postpone to the meeting of October 21, 1996 due to 2 to 1 vote.

October 21, 1996: Postpone to the meeting of November 18, 1996 at the request of Ms. Cleveland's attorney. The Commission stipulated that no further continuances would be approved.

Speakers: Comment only: Daniel Connolly, Attorney

Action: Postpone to the meeting of December 2, 1996 at the request of the Recreation and Park Department.

0353-96-7 Determination of future employability: dismissal of Loreen Raglin, Eligibility Worker (Class 2903), Department of Human Services. (Item No. 8D)

Speakers: None.

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service during which time Ms. Raglin must establish a satisfactory attendance record. Future employment is also subject to making satisfactory progress in a chemical dependency/substance abuse recovery program. (Ms. Raglin failed to appear).

0410-96-5 Proposed amendment to Civil Service Commission Rule 13 - Certification of Eligibles, Article VI - Classes for which the Rule of Three Scores is Used Exclusively. (Item No. 6B)

September 16, 1996: Post. Circulate for meet and confer.

October 7, 1996: Adopt Rules change to affect all classes listed in Rule 13, Article VI except for those represented by Electrical Workers Local 6 and Automotive Mechanics Lodge No. 1414. Meet and confer with both organizations in process.

Speakers: None.

Action: Adopt Rules change to affect all classes listed in Rule 13, Article VI, represented by Electrical Workers Local 6 and Automotive Mechanics Lodge No. 1414.

0449-96-7 Determination of future employability: dismissal of Gentle Conner, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8C)

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the Public Transportation Department.

Speakers: None.

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department. (Mr. Conner failed to appear).

0450-96-7 Determination of future employability: dismissal of Thomalyn Lincoln, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8B)

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the Public Transportation Department.

Speakers: Pro: Kin Gee, Public Transportation Department
Con: Thomalyn Lincoln

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Public Transportation Department.

0459-96-8 Review of request for approval of proposed personal services contract. (Item No. 5B)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-96/97	Airports Commission	\$6,000,000	Architectural/Engineering Design of Airport Security and Special Systems that will control and operate the various building facilities.	Regular	12/31/00

October 21, 1996: Postpone to the meeting of November 18, 1996 at the request of the Airports Commission.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**0495-96-8 Review of requests for approval of proposed personal services contracts.
(Item No. 5A)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-96/97	Airports Commission	\$440,000	Will operate transit service between Millbrae CalTrain station and the Airport's Terminals and other major Airport employment centers.	Regular	09/30/97
4087-96/97	City Administrator's Office	\$294,366	Provide Intern services; will screen candidates who will be chosen to assist recycling, hazardous waste, and solid waste program managers with temporary projects.	Regular	12/31/97
4088-96/97	Port	\$750,000	Provide architectural/engineering services to design the Port's new maintenance facility.	Regular	12/31/97
4089-96/97	Public Utilities Commission	\$68,890	Analysis of generators upgrade feasibility; will assess the upgrade capacity and/or capability of existing generators at Kirkwood and Holm Powerhouse.	Regular	02/28/97
4090-96/97	Public Works	\$300,000	Will assist the City in negotiating 2 complex National Pollution Discharge Elimination System (NPDES) permits affecting the City's Combined Sewage Overflow (CSO) control system to ensure that its facilities meet Federal & State regulatory requirements.	Regular	11/17/99
081R-94/95	Airports Commission	Increase Amount \$1,100,000 New Amount \$3,100,000	Environmental consulting services to continue supporting the Master Plan activities and maintaining the Airport's compliance with the environmental laws.	Regular	10/30/97

Speakers: Comment only: Linda Jofuku, Local 21
Kathy Mallegni, Port
Gabe Karol, Airport

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0496-96-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 1997. (Item No. 6A)

Speakers: None.

Action: Adopt.

0497-96-5 Request to extend Civil Service Commission Rule 13.2.3 - Expansion of Certification Rules. (Item No. 6C)

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1997.

0498-96-5 Establishment of the ratio of two percent (2%) of total workforce as the "cap" on the number of exempt appointments under Charter Section 10.104 - 1 through 12. (Item No. 6D)

Speakers: None.

Action: Adopt the ratio of 2% as the official "cap" on the number of exempt appointments under Charter Section 10.104-1 through 12.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

The Commission expressed once again its deep concern over the numbers of provisional employees and the concomitant merit system issues this type of employment creates. The Commission requested that the Human Resources Director exercise vigilance over provisional selection procedures and to dedicate all available resources to conducting regular civil service examinations.

The members of the Commission asked the Executive Officer to convey their warmest congratulations to their colleague Karen Clopton and her husband Robert Foster, on the occasion of the birth of their daughter Olivia on November 7, 1996.

The Commission requested that the Human Resources Director and the Executive Officer discuss the type and frequency of the Human Resources Director's Reports to the Commission and make recommendations to the Commission. The Commission also directed that the monthly "Report on Status of Eligible List Extensions" be discontinued.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

(10A) Progress report on classification projects

(10B) Report on status of eligible list extensions

Action: Reports received; file.

REQUESTS TO SPEAK (Item No. 11)

None.

ADJOURNMENT (Item No. 12)

3:55 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
12/2/96

AGENDA

Regular Meeting
of
December 2, 1996

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. EMPLOYEE SEPARATIONS AGENDA
8. COMMISSIONERS' NEW BUSINESS
9. REQUESTS TO SPEAK
10. ADJOURNMENT

DOCUMENTS DEPT.
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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER



Notice of Commission Hearing Policies and Procedures**A. Commission Office**

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; OR a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.



The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

**City and County of San Francisco
Civil Service Commission**

Agenda for Regular Meeting

December 2, 1996

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting of November 18, 1996

(4) ANNOUNCEMENTS

- A. Announcement of changes to agenda
- B. Executive Session, December 2, 1996
- C. Other announcements

(5) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(5) Review of requests for approval of proposed personal services contracts.
(File No. 0511-96-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2092-96/97	Public Health	\$600,000	Provide venue based individual outreach services, including needs assessment, provision of HIV/AIDS prevention information, risk reduction materials and condoms, referrals and other related services to behavioral risk populations.	Continuing	12/31/00
2093-96/97	Public Health	\$1,565,736	Provide HIV prevention program services to behavioral risk populations.	Continuing	12/31/00
2094-96/97	Public Health	\$1,000,000	Provide HIV counseling, testing, referral, and partner notification services to populations at risk for HIV infection.	Continuing	12/31/00
4091-96/97	Airports Commission	\$680,000	Provide construction management services for the Central Terminal Projects; the Central Plant Revisions; Wetlands Mitigation; and Transition and Support Services.	Regular	12/31/97
4092-96/97	Building Inspection	\$300,000	Provide programming services and database development.	Regular	06/30/97
4093-96/97	Parking & Traffic Commission	\$510,000	Will install high speed cameras at two intersections, collect and process film, send citations and monthly reports.	Regular	10/30/97
4094-96/97	Public Health	\$104,308	Provide a 52 week classroom educational and counseling interventions for men and youth identified as batterers (in family settings).	Regular	09/30/99
4095-96/97	Public Health	\$87,000	Will prepare curricula, recruit participants from among the legal and criminal justice community, and social services providers; conduct training in family violence prevention and intervention.	Regular	09/30/99
4096-96/97	Public Health	\$250,000	Will perform environmental site assessments, soils and/or water sampling, prepare remedial action plans and remediate site according to the approved plan.	Regular	12/06/97
4097-96/97	Public Utilities Commission	\$140,000	will clean-up unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, road ways, and trails; conversion of fire breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	06/30/97

File No. 0511-96-8 (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-96/97	Sheriff's Office	\$200,000	Provide examination services for Classes 8306, 8308, 8310 and 8312.	Regular	02/28/98
200-94/95	Public Utilities Commission	Increase amount \$30,000 New amount \$682,249	Provide historical consulting services and research, plus maintaining and gathering materials related to the history of Hetch Hetchy Water and Power and the San Francisco Water Department.	Regular	13/31/97
387-94/95	Public Utilities Commission	Increase amount \$325,000 New amount \$3,330,058	Provide professional services for the Water Department's development application submitted to the City of Pleasanton to obtain land use and development entitlements for a mixed-used project on surplus Department lands.	Regular	12/31/97
4135-95/96	Public Health	Increase amount \$458,800 Increase amount \$998,800	Will enable the SF Health Authority to continue response to the State Dept. of Corps. & the State Dept. of Health Services to secure necessary licensure; develop administrative & accounting operational systems, policies and procedures.	Regular	12/31/97
739-92/93	Public Utilities Commission	Increase Amount \$205,000 New Amount \$1,075,000	Lobbyists in Washington, D.C. in fields of water and energy.	Regular	12/31/97

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA (Items 6A through 6C)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6A) Request to extend Civil Service Commission Rule 13.2.3 - Expansion of Certification Rules. (File No. 0497-96-5)

November 18, 1996: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1997.

Recommendation: Approve request to extend Civil Service Commission Rule 13, Section 13.2.3 - Expansion of Certification Rule, until June 30, 1997.

(6B) Draft Guidelines for Use of Hearing Officers in Civil Service Commission Proceedings. (File No. 0513-96-1)

Recommendation: Postpone to the meeting of January 6, 1997; circulate draft guidelines for comment.

(6C) Proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VI - Appointment by Transfer, Section 14.35 - Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment, by deleting the compensation restriction to allow a maximum increase of five per cent (5%). (File No. 0516-96-5)

Recommendation: Post. Circulate for meet and confer.

(7) EMPLOYEE SEPARATIONS (Items 7A through 7D)

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

**TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)**

**(7A) Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department.
(File No. 0307-96-7)**

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

September 16, 1996: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

October 7, 1996: Postpone to the meeting of October 21, 1996 due to 2 to 1 vote.

October 21, 1996: Postpone to the meeting of November 18, 1996 at the request of Ms. Cleveland's attorney.

November 18, 1996: Postpone to the meeting of December 2, 1996 at the request of the Recreation and Park Department.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

- (7B) **Determination of future employability: entrance probationary termination of Rosa Maria Mariscal, Junior Clerk (Class 1402), Purchasing Department. (File No. 0502-96-7)**

Recommendation of the Purchasing Department:

Return name to the eligible list from which appointed. No future employment with the Purchasing Department.

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

- (7C) **Determination of future employability: probationary termination of Rosalind Go, Environmental Health Inspector (Class 6120), Public Health Department. (File No. 0488-96-7)**

Recommendation of the Department of Public Health:

No future employment with the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY
(Future Employability Only)

- (7D) **Determination of future employability: dismissal of MacDonald Uzomah, Certified Nursing Assistant (Class 2302), Department of Public Health. (File No. 0493-96-7)**

Recommendation of the Department of Public Health:

No future employment with the Department of Public Health.

- (8) **COMMISSIONERS' NEW BUSINESS**

- (9) **REQUESTS TO SPEAK**

- (10) **ADJOURNMENT**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
December 2, 1996

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

CALL TO ORDER

2:25 p.m.

COMMISSION ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Pon presided.

MINUTES

Regular Meeting of November 18, 1996

Action: Approve.

ANNOUNCEMENTS

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, December 2, 1996 at 1:00 p.m. in Room 304A Veterans Building, to confer with the labor negotiator over a labor relations issue under the authority of California Government Code Section 54957.6; to discuss a personnel matter under the authority of California Government Code Section 54957; and to consult with the City Attorney over a matter with substantial likelihood of litigation under the authority of California Government Code 54956.9. Present were Commissioners Pon, Kosturos, and Munson. Commissioner Pon presided.

The Civil Service Commission conferred with and instructed its labor negotiator; discussed the personnel matter; and postponed the matter with substantial likelihood of litigation until a Special Meeting in closed session on Monday, January 6, 1997.

Due to the various Winter holidays in December, the Civil Service Commission meeting of December 16, 1996 is canceled.

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0307-96-7 Determination of future employability: entrance probationary termination of Nancy Cleveland, Gardener (Class 3417), Recreation and Park Department. (Item No. 7A)

August 5, 1996: Postpone to the meeting of September 16, 1996 at the request of Ms. Cleveland.

September 16, 1996: Postpone to the meeting of October 7, 1996 at the request of Ms. Cleveland.

October 7, 1996: Postpone to the meeting of October 21, 1996 due to 2 to 1 vote.

October 21, 1996: Postpone to the meeting of November 18, 1996 at the request of Ms. Cleveland's attorney.

November 18, 1996: Postpone to the meeting of December 2, 1996 at the request of the Recreation and Park Department.

Speakers: Pro: Marsha Ramirez, Department of Human Resources
 Gloria Koch-Gonzalez, Recreation and Park Dept.
 Curtis Coates, Recreation and Park Department
 Con: Dan Connolly, Attorney

Action: Return name to the eligible list. No restrictions on future employment.

0488-96-7 Determination of future employability: entrance probationary termination of Rosalind Go, Environmental Health Inspector (Class 6120), Public Health Department. (Item No. 7C)

Speakers: None.

Action: No future employment with the Department of Public Health. (Ms. Go failed to appear).

0493-96-7 Determination of future employability: resignation of MacDonald Uzomah, Certified Nursing Assistant (Class 2302), Department of Public Health. (Item No. 7D)

Speakers: Pro: Dolores Blanding, Laguna Honda Hospital
 Con: MacDonald Uzomah

Action: No future employment with the Department of Public Health.

0497-96-5 Request to extend Civil Service Commission Rule 13.2.3 - Expansion of Certification Rules. (Item No. 6A)

November 18, 1996: Direct the Civil Service Commission Executive Officer to notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3 for an additional six months, through June 30, 1997.

Speakers: None.

Action: Approve request to extend Civil Service Commission Rule 13, Section 13.2.3 - Expansion of Certification Rule, until June 30, 1997.

0502-96-7 Determination of future employability: entrance probationary termination of Rosa Maria Mariscal, Junior Clerk (Class 1402), Purchasing Department. (Item No. 7B)

Speakers: None.

Action: Postpone to the meeting of January 6, 1997 at the request of Local 790.

0511-96-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2092-96/97	Public Health	\$600,000	Provide venue based individual outreach services, including needs assessment, provision of HIV/AIDS prevention information, risk reduction materials and condoms, referrals and other related services to behavioral risk populations.	Continuing	12/31/00
2093-96/97	Public Health	\$1,565,736	Provide HIV prevention program services to behavioral risk populations.	Continuing	12/31/00
2094-96/97	Public Health	\$1,000,000	Provide HIV counseling, testing, referral, and partner notification services to populations at risk for HIV infection.	Continuing	12/31/00
4091-96/97	Airports Commission	\$680,000	Provide construction management services for the Central Terminal Projects: the Central Plant Revisions; Wetlands Mitigation; and Transition and Support Services.	Regular	12/31/97
4092-96/97	Building Inspection	\$300,000	Provide programming services and database development.	Regular	06/30/97
4093-96/97 * *Postponed to the mtg of 1/6/97	Parking & Traffic Commission	\$510,000	Will install high speed cameras at two intersections, collect and process film, send citations and monthly reports.	Regular	10/30/97

0511-96-8 Item No. 5 (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4094-96/97	Public Health	\$104,308	Provide a 52 week classroom educational and counseling interventions for men and youth identified as batterers (in family settings).	Regular	09/30/99
4095-96/97	Public Health	\$87,000	Will prepare curricula, recruit participants from among the legal and criminal justice community, and social services providers; conduct training in family violence prevention and intervention.	Regular	09/30/99
4096-96/97	Public Health	\$250,000	Will perform environmental site assessments, soils and/or water sampling, prepare remedial action plans and remediate site according to the approved plan.	Regular	12/06/97
4097-96/97	Public Utilities Commission	\$140,000	Will clean-up unsightly weeds and dense underbrush at and near reservoirs, right-of-ways, road ways, and trails; conversion of fire breaks, and maintenance of existing fuel breaks and other ground maintenance.	Regular	06/30/97
4098-96/97	Sheriff's Office	\$200,000	Provide examination services for Classes 8306, 8308, 8310 and 8312.	Regular	02/28/98
200-94/95	Public Utilities Commission	Increase amount \$30,000 New amount \$682,249	Provide historical consulting services and research, plus maintaining and gathering materials related to the history of Hetch Hetchy Water and Power and the San Francisco Water Department.	Regular	13/31/97
387-94/95	Public Utilities Commission	Increase amount \$325,000 New amount \$3,330,058	Provide professional services for the Water Department's development application submitted to the City of Pleasanton to obtain land use and development entitlements for a mixed-used project on surplus Department lands.	Regular	12/31/97
4135-95/96	Public Health	Increase amount \$458,800 Increase amount \$998,800	Will enable the SF Health Authority to continue response to the State Dept. of Corps. & the State Dept. of Health Services to secure necessary licensure; develop administrative & accounting operational systems, policies and procedures.	Regular	12/31/97

0511-96-8 Item No. 5 (cont.)					
PSC#	Department	Amount	Type of Service	Type of Approval	Duration
739-92/93	Public Utilities Commission	Increase Amount \$205,000 New Amount \$1,075,000	Lobbyists in Washington, D.C. in fields of water and energy.	Regular	12/31/97

Speakers: Personal Services Contract No. 4093-96/97

Pro: Jack Fleck, Department of Parking and Traffic

Comment only: Linda Jofuku, Local 21

Action:

1. Personal Services Contract No. 4093-96/97 postponed to the meeting of January 6, 1997 due to a 2 to 1 vote.
2. Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

0513-96-1 Draft Guidelines for Use of Hearing Officers in Civil Service Commission Proceedings. (Item No. 6B)

Speakers: None.

Action: Postpone to the meeting of January 6, 1997; circulate draft guidelines for comment.

0516-96-5 Proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VI - Appointment by Transfer, Section 14.35 - Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment, by deleting the compensation restriction to allow a maximum increase of five per cent (5%). (Item No. 6C)

Speakers: None.

Action: Post. Circulate for meet and confer.

COMMISSIONERS' NEW BUSINESS (Item No. 8)

None.

REQUESTS TO SPEAK (Item No. 9)

None.

ADJOURNMENT (Item No. 10)

3:35 p.m.

2

